

Quay Partners[®]

Employment Opportunity within the Investment Management Industry

We are presenting an opportunity to work within a fast-growing investment services provider, delivering investment management solutions to alternative investment fund managers and family offices.

The Company is looking for:

- **Junior Middle & Back Office Analyst:** Full time position

The role will be based in Vilnius and will require some overseas travel to our London headquarters.

Description:

This role involves a variety of middle and back office functions as well as delivering project initiatives. The individual will oversee full life cycle of exchange traded and over-the-counter transactions.

Key responsibilities:

- **Account reconciliations:** daily cash and position breaks monitoring and investigation
- **Portfolio Valuation:** Sourcing and checking prices received from valuation agents
- **Trades booking & settlements** - ensuring all trades and client instructions are booked in the system, settled and cash transfers are timely and accurately processed
- **Cash Management:** monitoring cash exposure, payments and margin calls
- **Corporate Actions:** processing mergers, stock splits, spin-off and cash dividends
- **Trader support:** assisting traders for any middle-back office queries
- **Performance** - calculating fund performance on a daily, monthly and ad hoc basis, reporting to the business and clients as required
- **Liaise with clients:** direct communication with Hedge Fund's managers, traders and analysts
- **Liaise with external counterparties:** such as brokers, custodians and fund's administrators
- **Projects/ Process Improvements** - participating in improving internal processes and helping IT team to further develop our portfolio management system.

Requirements:

- Bachelor's degree in Finance/Economics/Accounting or final year student
- Experienced user in Microsoft tools
- Good mathematical skills
- Attentive to details and well organized
- Fluent spoken and written business English

If you are interested, please send your CV and a cover letter to careers@quaypartners.com by **30th of November 2017**. We are looking to invite suitable candidates to interview during the week of **11th December 2017**.

Starting date beginning 2018.