



**Mirabaud is an international** banking group that provides a clientele of private and institutional investors, companies and finance professionals with highly customised investment, private banking and asset management services.

Based in Geneva, Mirabaud has evolved steadily over the years and now employs over 700 staff who, through their experience and expertise, perpetuate the entrepreneurial spirit that has guided the bank since its foundation in 1819. The Group now conducts its **Wealth Management, Asset Management and Securities** businesses in the main financial centres around the globe and has offices in Switzerland, the UK, Luxembourg, France, Spain, Italy, Canada, the United Arab Emirates and Brazil.

Our Operations team within Mirabaud Asset Management is looking to add:

## JUNIOR OPERATIONS OFFICER

### **Qualifications :**

- **2 years' maximum** experience in an Operations role on the **buy-side**;
- Proficiency in MS Word and Excel;
- Ability to demonstrate knowledge of the Settlements process in the UK and Europe;
- Investment Operations Certificate preferred;
- General understanding of Regulations;
- Awareness of the regulatory requirements relating to Treating Customers Fairly (TCF);

### **Primary functions :**

- Reconcile cash and stock positions holdings in an account;
- Maintain the accuracy of client accounts, prices and securities in the system;
- Monthly reporting reconciliation & sign off;
- Ensure correct trade flow data into the market to facilitate settlement (equity & fixed income);
- Liaise with brokers and custodians to rectify unmatched and correct failed trade instances;
- Use of 3<sup>rd</sup> party systems to affirm and settle OTC and ETD instruments;
- Distribute, coordinate, instruct and process corporate events from back to front;
- Provide holding data to maintain industry regulations;
- Monitor, coordinate, instruct and process spot and forward FXs;
- Monitor, coordinate and instruct collateral movements;
- Compile reports for Head of Operations;
- Review and sign off monthly reports for Performance team;
- Liaise with management, fund managers, dealers, compliance and marketing to provide support and data or operational/middle office tasks;
- Any other duties required consistent with your role;

### **Additionally:**

- Solutions on improving current process, Able to work in team and offer support and commitment;
- Ability to multi-task and work in a pressurised environment;
- Acute attention to detail and accuracy;



- Organised and pro-active;
- Honesty and Integrity;
- Financial Soundness;
- Strong analytic skills and product management knowledge is paramount;
- Good attention to detail and a positive professional attitude;
- Interact professionally within the team and to other subject matter experts;
- Be aware of market regulatory requirements

Mirabaud Group is an Equal Opportunity Employer.

If you are interested in this role, please send your application via email to the following address:

[recruitment@mirabaud.com](mailto:recruitment@mirabaud.com)

If you would like to pursue a career within the Mirabaud Group, please send us your CV to the same email address.

Notes:

Please be aware that Introductions from recruitment agencies will not be considered.  
Only candidates with a suitable profile will receive a response.