



## **Middle-Office and Operations officer**

Founded in 1973, Reyl & Cie. is a fast growing investment management company based in Geneva (Switzerland) employing over 70 people. The alternative investments team is looking for a bright and motivated middle-office and operations associate responsible for supporting the growth of the single-manager Hedge Fund and Fund of Hedge Funds operations. The candidate will work in close relationship with Senior Portfolio Managers and will be required to coordinate various operational projects.

### **1. Job Description**

For our single-manager Hedge Fund operations, we are looking for a candidate capable of creating and operating a problem solving desk, becoming the focal point between portfolio managers, administrators, prime brokers and brokers in order to assist dedicated professionals with:

- Daily Portfolio Monitoring and Risk Management;
- Updating and monitoring internal Portfolio Management Systems and Databases;
- Monitoring and solving Clearing & Settlement issues: trade and position breaks;
- Monitoring and management of corporate actions, dividends, collateral, cash, stock-borrowing;
- Month-end NAV reconciliation checks;
- Following of subscriptions and redemptions;

For our Fund of Hedge-Funds operations we will require support in:

- Managing and updating the team's general data requirements using DST Webfolio software.
- Assisting with performance analysis, reporting and with vendor management
- Coordinating and overseeing the work of service providers (Custodians, NAV calculation agent, administrators, software solutions providers etc...).

In addition the candidate will be exposed to ongoing internal and external projects, where he will have to demonstrate strong project management skills, particularly in:

- Monitoring and improving existing interfaces used with various suppliers;
- Participating in the analysis and implementation of external IT Solutions (Portfolio Management - Trading - Risk Management - Administration);
- Operational Risk Assessment in the deployment of various projects and trading strategies;
- Liaising with various suppliers when establishing new relationships;
- Liaising and coordinating with external consultants, when applicable, for specific projects;

### **2. Candidate profile**

We are looking for a bright, flexible and hard working enthusiastic candidate:

- Able to work efficiently within a team as well as unsupervised and able of meeting deadlines both internally and externally;
- Having a detailed understanding of fund accounting;
- With 3-5 years experience in a similar Middle-Office / Fund Administration role, preferably from a Hedge Fund, Fund of Hedge Funds or Fund Administrator;
- Aged between 30-35;



- Fluent in English - spoken and written. Other languages a plus;
- With a university degree - Specialization in Finance / Economics;
- Highly computer literate with office tools (MS Excel and MS Access) and possibly knowledge of financial software, such as Bloomberg / Bloomberg Tradebook; Webfolio; Basic Programming: VBA - ability to write and update basic macros.

This is a fantastic opportunity for someone looking to further their career within Alternative Investment operations and a unique opportunity to work with experienced and successful individuals in the industry, in a highly entrepreneurial environment.

Interested candidates should email their CV with a covering note to Massimiliano De Feo (mf@reyl.ch) or Fabrizio Ladi (fl@reyl.ch).

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