



Function profile:

Junior investment administration analyst

Function profile - Junior Investment Admin Analyst

The role of the Junior Financial Administrator involves performing a range of tasks within the investment office. This includes assisting with investment portfolio management and maintaining regular communication with the investment team and the finance manager.

Portfolio management: Maintenance of investment portfolios and collecting relevant financial data in collaboration with investment team.

Responsibilities

- Portfolio management admin tasks
 - Responsible for processing documentation and forms related to investments.
 - Responsible for maintaining accurate and up-to-date records of transactions and positions.
 - Responsible for investment portfolio reconciliation.
 - Responsible for cash position reconciliation.
 - Responsible for/support with trade order routing (different instruments and custodians).
- Reporting and analysis
 - Generating reports and analyses on portfolio performance.
 - Assisting in interpreting data and identifying trends and opportunities
- Portfolio risk management
 - Responsible for assisting in the identification, measurement, and monitoring of portfolio risks, including market risk, credit risk, and liquidity risk.
 - Responsible for collaboration with risk management teams to implement risk mitigation strategies and ensure compliance with regulatory requirements.
- Cash management
 - Responsible for supporting in monitoring and managing liquidity to ensure that there is sufficient availability for transactions and operational needs

Experience required

- Up to 2-4 years of experience in an investment management organization, preferably with experience in investment portfolio administration. Fresh graduate will be considered as well.
- University degree in (Corporate) Finance, or Business Administration or other relevant discipline.
- Experience with investment portfolio management administration software and MS Excel.

If you are interested to learn more about this position, please contact Pieter van Putten, Chief Operating Officer at Ahlstrom Invest BV, tel +31 6 53401320, pietervanputten@ahlstrominvest.com, with a copy of your CV and a short message.