

Operations (Accounting, Business- and Sales Support)



A well-established provider of investment solutions looking for a highly motivated new team member.

About Anova Partners

As one of the biggest independent providers of investment solutions in Switzerland, our mission is to support our clients in achieving better investment results. We facilitate investment solutions such as structured products, private label funds and private market transactions between financial institutions and professional investors through technologically enabled investment services. These solutions vary in scale and liquidity, from the simplest to the most sophisticated. Our proprietary and state-of-the-art tools help us in supporting investors to enhance and simplify their portfolio management. The ability to understand the evolving needs of our extensive network of clients, together with our strong capabilities in financial markets, have been the key for our success.

Job Specification

As an Operations Employee, your role is to support the team in various objectives. Tasks include:

- ☐ Intermediary role between Financial Engineering and the Investment Solutions team.
- ☐ Day-to-day documentation of distributed financial products in our system.
- ☐ Basic accounting for cash-flow transactions, management of accounts payable and receivable, and documentation of intercompany transactions.
- ☐ Various human resources processes such as salary accounting, record maintenance, and communication with authorities and insurance companies as required.
- ☐ Assist in client onboarding and KYC documentation.
- ☐ Other administrative tasks such as communication with business partners and authorities, etc.

What we are looking for

- ☐ You have already worked for a financial institution for several years in the field of accounting, payment transactions, business support or similar
- ☐ You are a dynamic, open-minded team-player
- ☐ You can work independently and precisely
- ☐ You are flexible towards new challenges and are highly motivated
- ☐ You are fluent in German and English
- ☐ You have a good knowledge of Office suite (Word, Excel, Powerpoint)

Practical Details

- ☐ Location: Zurich (Schützengasse 4, 8001 Zurich)
- ☐ Permanent contract with a workload of 80%-100% (by arrangement)
- ☐ Start date: asap

Contact

Please send your application to Sandro Balduini (sandro.balduini@anovapartners.com)