

FUND ADMINISTRATOR / CONTROLLER

WOOD & Co Bratislava

WOOD & Company is looking for addition to its asset management team in Bratislava. We offer position in a performance driven team for individuals who are motivated to learn and grow together with our asset management franchise.

Offered position of Fund administrator is a working arrangement suitable for the candidates inclining to finance and finance related topics, pedant and diligent with preference towards job security and work life balance. Fund administrator in our team typically participates on following engagements:

- Reporting of financial performance on investments on a monthly basis (Slovak and English)
- Regular monthly and ad-hoc controlling responsibilities
- Conducting a market research, through desktop analysis, field interviews and expert panels
- Financial modeling for IFRS reporting routines
- Preparing comparative benchmarking analysis
- Participating on Bloomberg research and analysis of trading multiples

The ideal candidate is friendly and punctual person with the ability to work in stable environment with comprehensive rules and guidance driven by regulation of internal compliance team. Her/his competencies and interpersonal skills should include:

- Tasks execution diligence, precision, self-reliance and taking ownership of appointed tasks
- Computer literacy and familiarity with MS Office applications
- Good communication skills, including high command of written Slovak and English
- Understanding of fundamental accounting concepts
- Team player

Responsibilities

- Producing comprehensive reports on portfolio performance
- Supporting accounting team in preparation of fund accounts
- Communication with portfolio companies and maintaining compliance with set reporting standards
- Analyzing financial statements and preparing financial models
- Conducting independent research on multiple industries in various information databases including Bloomberg

If you are looking for a room to capitalize on your talent and opportunity to work with young and dynamic team for a competitive remuneration, please send your CV and a cover letter to: