



Career Opportunities

Swan Wealth Managers Ltd, a leading provider of fund management, investment and financial services and managing in excess of MUR 38 billion of assets is seeking to recruit suitable candidates as:

INVESTMENT COORDINATORS

Duties will include:

- Computing NAV and Pricing of Collective Investment Schemes (“CIS”)
- Processing investor transactions, maintaining investor files, maintaining shareholder register of CIS, and providing contract notes
- Preparing and providing CIS investor statements, factsheets, and investment manager reports
- Processing dividend payments of CIS and reconciling cash accounts
- Coordinating and reconciling portfolio transactions
- Processing of account openings and assist in the administration and auditing of CIS and other clients
- Liaising with service providers such as investment platform operators, and Custodians
- Ensuring compliance with anti-money laundering procedures, and other regulations
- Preparing and discussing investment reports in general
- Providing support to Investment Teams

Qualifications and Experience:

The ideal candidate should possess the following profile:

- ACCA Level 2 or Degree in Accounting / Finance or related field from a recognised university
- Have at least 1 year working experience in Financial Services industry, preferably in Fund Administration or Custodian services
- Knowledge and experience in Customer Due Diligence procedures and Regulatory Compliance will be a definite advantage
- Proficient in MS Office Tools (Word, Excel, PowerPoint)
- Familiar with Bloomberg / Reuters Terminal

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- Numerate, methodical and capable of evaluating financial information with great attention to details
- Organised, deadline-efficient and able to thrive in pressured environments o Have excellent communication skills (oral and written)
- Eager to learn and enhance own understanding of financial markets.

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae online quoting the respective reference ' Investment Coordinator' in the subject line to:

hr@swanforlife.com

Closing Date: Friday 04 February 2022

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.