



As fully-owned subsidiary of Erste Group Bank AG, Erste Asset Management GmbH coordinates and is responsible for all asset management within Erste Group Bank. More than 300 employees develop and manage investment solutions for our investors. In total we currently manage assets of about EUR 71.55bn Euro across seven countries. As part of Erste Group Bank AG, Erste Asset Management is one of the leading asset managers in Central Europe.

As an entity of Erste Asset Management, SAI Erste Asset Management S.A. is currently looking for an

## **OPERATIONS AND NAV CALCULATION OFFICER**

### **Your tasks:**

- Daily check / validation / introduction of the transactions / operations that took place with the assets of the managed entities (transactions with financial instruments, bank deposits, current bank accounts, corporate actions) in the IT system
- Preparation and transmission of settlement instructions to the Custodian for all transactions to be settled;
- Daily reconciliation of custody positions, cash accounts and quarterly reconciliation for EMIR/SFTR transactions;
- Daily verification of the operations resulting from the distribution activity of the fund units;
- Payment of redemptions of fund units , other debts of managed entities, transfers between fund accounts;
- Daily registration in the IT system of the expenses / commissions of the managed entities;
- Calculation of the net asset value of the entities managed for each day of the week, including non-working days;
- Collaboration with the Depository in order for it to certify the calculation of the net asset value of the managed entities;

- Prepare specific financial reports or ad-hoc, regarding to the asset and liabilities of the managed entities;
- Give support for external and internal audit ;
- Manage and properly archive documents, records and reports the underlying work done;
- Participate actively in parameterization and improving IT applications used in the Company.

### **Job requirements**

#### **You have:**

- a Bachelor's degree (Master's degree preferred) in economics
- other relevant certifications;
- Knowledge of PC – Microsoft Office (excel);
- advanced level of knowledge of English;
- work experience of minimum 1 year within the investment fund industry or similar;
- attention to detail, are organized and with team spirit.

#### **We offer:**

- a friendly, respectful and innovative working environment;
- participation at trainings and professional development programs;
- support your personal and professional development
- give you the great opportunity to work in a challenging and international environment within a high-qualified team

Did we raise your interest?

Please send your full application with a CV and cover letter until end of July, exclusively via Mail to [office@erste-am.ro](mailto:office@erste-am.ro).