



CUSTOM HOUSE

CUSTOM HOUSE FUND SERVICES BULGARIA IS CURRENTLY HIRING

JUNIOR FUND ADMINISTRATOR

Custom House is currently looking for suitable, motivated and team-oriented professional for the position of Junior Fund Administrator.

Key responsibilities

- Processing portfolio related transactions
- Processing non-trade related transactions (cash movements, etc.)
- Reconciling cash and other balances
- Preparing portfolio reconciliation
- Assisting in Net Asset Value calculation
- Assisting in preparing daily, weekly and monthly financial statements for clients
- Preparing correspondence to various parties

Specific requirements for this position

- University degree in Accounting/Finance or similar
- Proficiency in English
- Very good computer literacy
- Interest in the sphere of investments and financial instruments
- Sense of responsibility and result orientation
- Willingness and ability to work in a team and meet deadlines.

Custom House offers

- Proper training and additional education opportunities
- Work for a fast developing and one of the worlds leading independent fund administrators
- Opportunities for professional development
- Competitive remuneration package including various benefits
- Office location on communicative place at Sofia city center in modern office building

If you are interested in this position, please send your CV along with a photo to the bilyana.doncheva@customhousegroup.com indicating the Ref No: JFA 0218 not later than March 26, 2018.