



APEX FUND SERVICES (BULGARIA) IS CURRENTLY HIRING
Junior Fund Administrator Operator – Fund Administration

Corporate title: Associate - Level 1

Location: Sofia, Bulgaria

About Apex

The Apex Group is a global financial services provider with 3,000 staff across 40+ offices globally. We look to recruit bright, articulate and numerate employees who are not afraid of a challenge and are prepared to work hard and love what they do.

Every employee plays a part in making Apex who we are today and the more that we grow, the more important that becomes. Whatever your career path or specialism Apex provides a global platform to allow you to thrive.

The Role:

The general objective of the job is to assist in the day-to-day performance of accounting, calculation of the Net Asset Value and/or other services for Apex Fund Services Bulgaria and/or Apex Fund Services Bulgaria clients.

Key duties and responsibilities

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

Experience and skills

- University degree in Accounting/Finance or similar Economics degree;
- Proficiency in English language;
- 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.
- Ability to self-motivate and work as part of a team;

What you will get in return:

- A genuinely unique opportunity to be part of an expanding large global business;
- Exposure to all aspects of the business, cross-jurisdiction and to working with senior management directly;
- Work for a fast developing and one of the world leading independent fund administrators;
- Opportunities for professional development;
- Competitive remuneration package including various benefits;
- Positive and hospitable work environment;
- Office location on communicative place at Sofia city center in modern office building;
- A genuinely unique opportunity to be part of an expanding large global business.



Additional information:

We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependants, physical or mental disability. Any hiring decision are made on the basis of skills, qualifications and experiences.

We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society and the planet. For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>

If you are looking to take that next step in your career and are ready to work for a high performing organisation, alongside talented people who take pride in delivering great results, please submit your application (with your CV, cover letter and salary's expectations) to our dedicated email address: ***elina.otofe@apexfs.com***