FULL TIME POSITION AVAILABLE

Financial Analyst (100%), Private Equity Fund of Funds

OBVIAM is a specialized investment advisor providing long-term finance to private equity funds and financial institutions in emerging markets. It is seeking to hire a Financial Analyst to work with its growing team out of its Bern office to commence in Q3 2017.

Responsibilities

• Monitor financial performance of portfolio investments (funds and other financial intermediaries, as well as underlying investment companies)
• Ensure reporting quality of investees (under IFRS and IPEV) and follow up of information in coordination with the investment managers
• Analyze and process financial information provided by investees, review and plausibility check of underlying asset valuations
• Valuation of portfolio investments and consolidation of asset value (fund of funds level)
• Prepare statement of investments and regular portfolio reporting to the board of directors and shareholders on a quarterly basis
• Analyze portfolio data and report to the team and various stakeholders on an ad hoc basis
• Ensure quality of procedures and information through regular maintenance of internal databases
• Secure data consistency among different partners (i.e. fund administrator, accountant)
• Participate in the preparation of annual financial statements and support audit processes

Requirements

• Graduate degree, preferably with finance or accounting major
• Solid analytical acumen and interest in capital markets and financial instruments
• Profound understanding of business valuation methodologies and techniques
• Excellent MS Excel skills required
• Excellent written and spoken English, very good verbal and written German (preferred)
• Good knowledge of IFRS and IPEV (as a plus)
• Relevant work experience of 1-2 years or internship in financial institution, such as in fund administration, private equity, asset management, etc. (as a plus)
• Swiss resident or ability to work in Switzerland without sponsorship

Other selection criteria

• Self-motivated and proactive team player with strong communication and interpersonal skills
• Excellent analytical and problem solving skills as well as sound business judgment to identify issues and present practical solutions
• Team player yet autonomous
• Prepared to work flexible hours

Please send C.V. and one page motivation letter as one PDF or DOC file to:

financejobs@obviam.ch

Please note that ONLY short-listed candidates will be contacted for interviews.
Please note that ONLY applicants holding a Swiss or European nationality or a valid work permit will be considered.