



**Equilibria Capital Management Ltd** is seeking an **Analyst/Operations & Back Office** professional to join its Bermuda office, to perform a broad range of functions, including, but not limited to, the following:

- Provide data collection and analytical assistance to lead Portfolio Managers in the day-to-day management of client assets across multiple asset classes, including equities, fixed income and private markets investments.
- Lead the team in the preparation of key client communication materials, fund factsheets and other marketing communications.
- Manage relationships with counterparties, including brokers, custodians, administrators and other counterparties for a broad range of processes, including performance calculation, settlements and reconciliations, trade executions and generation of NAVs.
- Manage the subscription/redemption and cash management processes across Funds, liaising with investors, administrators and payment agents.
- Assist in all administrative and client-facing aspects of account openings, closings, transfers and other critical day-to-day operational processes.

### **Minimum Qualifications and Experience**

Education Requirements • University and Postgraduate Degrees in Economics, Finance or Business Administration • CFA Qualification • A minimum of 10 years' experience in analysis or operations in a leading financial institution

### **Required Competencies, Skills and Abilities**

• Fluency (written and spoken) in Spanish is mandatory • Advanced Excel skills and experience with Bloomberg data applications interfaces • An outstanding academic and professional track record • Strong and dependable knowledge of latest KYC and Compliance directives in Europe • A working knowledge and understanding of global investment performance practices and calculation • Candidates should be innovative, analytical, and independent thinkers with strong communication skill. • Demonstrate strong client handling skills over the phone and in meetings. • The successful applicant must be detailed oriented, self-motivated and have excellent oral and written communication skills All enquiries will be dealt with the strict confidence. Interested candidates please email resume, covering letter and two references to operations

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