

Operations Analyst (Yerevan)

We are seeking an **Operations Analyst** to join Praemium (Armenia). Responsible for assisting our UK Operations team in Settlements, Reconciliations and Static data management. You will be an integral part of our Operations team, responding to all operational tasks and enquiries via telephone and email.

We offer a fantastic working environment in our Yerevan office and a unique opportunity for a new team member to broaden their knowledge, improve their skills and further their career. Including flexible work arrangements, medical insurance, sport activities compensation and professional development opportunities and hackathon days.

You will gain global market experience, working with great peers, as we disrupt the funds and investments management industry by pioneering platform innovation and support advisers with our in-depth knowledge and capabilities to help running their business.

Key accountabilities:

- Cash & stock reconciliations including break resolutions
- Process GBP, EUR and USD settlements to our counterparties
- Monitor discrepancies and liaise to custodians to resolve
- Pre-trading data analysis
- Transaction reporting data analysis
- Fund rebate processing
- Cash-flow forecasting for settlement & system positions
- Set up new assets onto the platform
- Asset monitoring and data integrity

Experience, qualifications and attributes sought after:

- Mandatory requirement to be fluent in English
- An understanding of the Financial Services marketplace that applies to Wealth Managers
- Advanced knowledge of MS Excel and other MS office applications

- Must be analytical, numerate with financial literacy, self-sufficient but a team player
- Able to maintain effectiveness in varying environments and actively able to develop self to adapt to change.
- Focuses on meeting commitments and delivering results to a high standard
- Ability to prioritise workloads and achieve deadlines
- Act honestly and fairly, always with integrity and provide any information that may be asked of you in relation to the protection of the business
- Comfortable working in an Agile environment, adopting a consultative and cooperative approach to your work
- Excellent organisational and time management skills, with the ability to manage multiple projects, perform under pressure and adhere to strict deadlines
- Clear and unambiguous communication and presentation skills, in-person and online, via email, phone and digital apps, combined with effective listening skills

About Praemium

Established in Australia in 2001, **Praemium** has grown to be a market-leading provider of investment platforms, investment management, portfolio administration and CRM solutions with offices in Australia, the UK, Jersey, Dubai, Armenia, Shenzhen and Hong Kong. The world's leading financial advisers, investment managers, institutions, accountants and product providers use Praemium to manage or administer over \$115 billion worth of investment globally across more than 475,000 accounts.

What we offer

Our high-performing teams are committed to provide the best experiences for Praemium's clients. Our culture is inclusive and collaborative, our leadership authentic and enabling all to take ownership of their career and be an integral part of our success.

We tick all the boxes for team members looking to upgrade their career in a rewarding and challenging environment. Our employment value proposition is a combination of:

- Our organisation and our global scale
- Our platform, our products, our clients and our leadership
- The framework and initiatives we've put in place to support your personal growth and continuous learning opportunities
- The work we do, and we love doing!

Praemium

E am.vacancies@praemium.com **W** www.praemium.com
9 Alek Manukyan St, Yerevan 0070, Armenia

- Our relationship with our peers, the trust and respect we have for each other
- Our diversity, inclusiveness and the opportunity to bring your whole self to work

How to apply:

Please apply by emailing your CV and cover letter in English to am.vacancies@praemium.com.

Note that Praemium is an equal opportunities employer. We can only accept applications from candidates with the right to work in Armenia. All successful candidates will be required to undertake a police check post appointment.

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