

# Middle Office Specialist (m/f)

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Kategorija Specialist

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O KLIJENTU

Our client is a distinguished investment firm specializing in acquiring the majority holding in enterprises across various industries. As experts in private equity, they focus on identifying and nurturing companies with significant growth potential, strategic opportunities, and developmental prospects. The firm offers a challenging and stimulating work environment for professionals eager to engage in the dynamic field of investments.

## The Position

The Middle Office Specialist acts as a bridge between the front and back offices and is responsible for managing risk assessments, ensuring compliance with regulatory standards, and overseeing transaction processing. The Middle Office Specialist works closely with the Head of the Middle Office who provides support and mentorship across all domains.

### Key Responsibilities

- **Risk Reporting:** reviewing assets under management, overseeing quarterly reports, calculating credit risk, scenario analyses for portfolio valuations, annual RSA.
- **Portfolio Valuation:** participating in individual company valuations, quarterly

oversight of portfolio company valuations.

- **Compliance Monitoring:** ensuring ongoing adherence to internal policies and regulations.
- **Business Continuity Management:** maintaining business continuity policies and procedures in line with DORA regulations.
- **ESG Coordination** and collaboration with external consultants.
- **Internal Procedures and Policies Development:** creating and managing Middle Office procedures and policies and maintaining records of internal acts.
- **Back Office Support** and Administrative Activities.

## The Candidate

- Minimum Bachelor's degree, preferably in law, economics, finance, or related fields.
- At least 3 years of relevant experience in financial institutions.
- Excellent English proficiency.
- Advanced MS Office skills, with a strong focus on Excel.
- A proactive person who can adapt to changing circumstances and take initiative in addressing challenges.
- High integrity, committed to upholding ethical standards in all aspects of the role.

## What's in it for you?

This is a unique opportunity to join a dynamic company and grow alongside it, leveraging your expertise to influence its business and portfolio companies. This position offers significant opportunities for growth and development, allowing you to advance your career while contributing to the company's success.

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If you are an experienced professional with a passion for growth and would like to contribute to our client's success, we invite you to apply. Please send your resume

in English via the application link. All applications will be handled with the utmost confidentiality.

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