



## **Grammont Management Ltd is hiring Trainee administrator**

- Grammont Management Ltd is a leading management company based in Mauritius and regulated by the Financial Services Commission. With a license acquired in 2021, Grammont has quickly established a reputation for excellence. We are serving clients from around the world, including SPVs, Funds, and Investment Managers incorporated in jurisdictions such as Mauritius, Bermuda, the Cayman Islands, Cyprus, the United Arab Emirates, and beyond.

Born from a desire to bring Swiss-quality services from the island of Mauritius, Grammont Management Ltd has achieved tremendous success in its first year of operation, surpassing \$1bn in assets under administration. This remarkable accomplishment is a testament to the skill and expertise of our team, comprised of individuals from various backgrounds who bring a unique perspective to our work.

At Grammont, we embrace diversity and respect the differences that make our team members unique. We believe that a secure and dynamic working environment, where employees feel valued and respected, leads to better performance and higher satisfaction for everyone involved.

- Situated at 9th Floor, Tower 1, Nexteracom, Rue du Savoir, Cybercity, Ebene, Mauritius
- Duties are as follows:
  - Maintaining an accurate record of all documents, filing and archiving hard and soft copies of each.
  - Ensure all aspects of the daily operations of the company are running effectively and efficiently. And all on-going administration tasks in progress are completed before the deadline
  - Assist with the processes, procedures and policies relating to the department and company or group
  - Other reconciliation, maintenance and administrative ad-hoc functions as assigned by your supervisor.
  - Responsible for planning and executing administration services for all funds and companies as directed by the management, accounting and operational matters;
  - Submit to the Company or any person on its behalf such information and reports as may be required of you in connection with the performance of your duties and functions under this agreement
- We are looking for holders of:  
LM302,LM303,LM303M,LM305,LM305M,LM306,LM307,LM310,LM310M,LM310E,  
SHLM301, SHLM302, SHLM308
- Duration: Full time



- Experience: no experience required
- Remuneration: 16k-25k
- Working Days/ Time: From Monday to Friday- between 8:00 am to 6:00 pm/8 working hours per day with 1 hour lunch break
- Send your CV/ Motivation Letter on: [hr@grammontmanagement.com](mailto:hr@grammontmanagement.com)
- By: 30 September 2023
- Learn more on their company: [Grammont Management Ltd | Management Company Mauritius](#)



## **Grammont Management Ltd is hiring Accountants Assistant**

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- Duties are as follows:

- Review investor subscriptions.
- KYC Documentation collection.
- Input and maintain Static data of investors and investments.
- Review fund documentation to ensure all statutory and corporate governance requirements are adhered to before any fund transactions are made.
- Input and process group transactions.
- Process all payment instructions.
- Assist with reconciliations process.
- Complete control sheets for all core processes.
- Ensure all procedures have been followed and supporting documents have been received.
- Ensure any queries or rejected payments are investigated and resolved on a daily basis.
- Other reconciliation, maintenance and administrative ad-hoc functions as assigned by your Team Leader.
- Approve daily trades.
- Work in close collaboration with the corporate finance team and any 3rd parties
- Assist with the processes, procedures and policies relating to fund administration.
- Perform review of NAV for weekly and monthly Fund structures.
- Support in audit planning of companies in the fund department.



- Review statutory financial statements according to IFRS standards. Prepare reports in the IFRS format.
  - Ensure tax returns are filed on time.
  - Ensure the debt collections are made within the period set by the Company standards.
  - Follow the directions of the Company or any person on its behalf.
  - Use your utmost endeavours to protect and promote the business and interests of the Company and to preserve its reputation and goodwill.
  - Use the assets of the Company entrusted to you with the utmost care.
  - Submit to the Company or any person on its behalf such information and reports as may be required of you in connection with the performance of your duties and functions under this agreement.
  - Ensure the department is operating in compliance with all internal and legal requirements.
  - Disclose to the Company without delay all acts and omissions which constitute a breach by you or any other employee of obligations to the Company arising from any cause
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- We are looking for degree holders of LM300,LM300E,LM300M,LM301M,LM304,LM304M,LM308M,LME302
  - Duration: Full time
  - Experience: no experience required
  - Remuneration: 16k-25k
  - Working Days/ Time: From Monday to Friday- between 8:00 am to 6:00 pm/8 working hours per day with 1 hour lunch break
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## **Grammont Management Ltd is hiring HR administrator**

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- Situated at 9th Floor, Tower 1, Nexteracom, Rue du Savoir, Cybercity, Ebene, Mauritius
- Duties are as follows:
  - Organize, maintain and update internal databases with digital personnel records of relevant employee information.
  - Supervise new employee onboarding, prepare offer documentation, and conduct orientation sessions.
  - Keep a track record of leaves such as sick or maternity.
  - Update company policies and FAQ Documents in lieu of Director/VP of HR.
  - First point of contact with employees on HR-related issues and insurance vendors.
  - Ensure legal compliance.
  - Update, maintain, and present reports with KPIs such as turnover rates and hires by each department.
  - Assist payroll department by providing employee information on leaves and employee benefits.
  - Organize a job fair and work on relevant HR projects.
  - Gather staffing needs from the Head of Departments, and create and publish job ads.
  - Schedule job interviews, contact, screen, and shortlist candidates as needed.
  - Administer performance management program by monitoring employee appraisals and salary revisions.
  - Provide guidance on employee behavior and launch investigations.
  - Provide training and development opportunities.
  - Respond to emails and calls on behalf of the department.
  - Take meeting minute notes.



- Calculate staff entitlements such as annual leaves.
- Administer drug, background checks, and other pre-employment screening.
- Prepare correspondence, arrange meetings, processing confidential reports and documents.
- Handle all employee queries, written or verbal with the utmost confidentiality.
- Brings issues to managers' notice.
- Keep up to date on current issues and matters related to the HR department.
- Frequently interact with managers and heads of various departments to disseminate information.
- Organize and supervise all travel arrangements for employees.

- We are looking for degree holders of LM 321 and LM321M
- Duration: Full time
- Experience: no experience required
- Remuneration: 16-25k
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## **Grammont Management Ltd is hiring Junior Compliance associate**

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- Duties are as follows:

- Liaising with all relevant business and supporting areas within the Company.
- Providing assistance in the monitoring of the adequacy and effectiveness of the measures and procedures of the Company.
- Maintaining an accurate record of all documents, filing and archiving hard and soft copies of each according to the company policies.
- Assist in collection of KYC Documentation for individuals and entities.
- Input and maintain Static data of investors and investments.
- Review fund documentation to ensure all statutory and corporate governance requirements are adhered to before any fund transactions are made.
- Assist the compliance team in carrying out file reviews on client files.
- Updating AML review system with active
- Preparing customer and business risk assessments for client entities.
- Assist in preparation and during independent audits for the Company and any clients as required.
- Assist in preparation of any communications with regulators and preparation of submissions as required by law or by any request by the regulator.
- Complete control sheets for all core processes. Ensure all procedures have been followed and supporting documents have been received.
- Providing assistance in preparing the annual written reports.



- Providing assistance in preparing training for the staff of the Company in respect with the compliance function according to the Law.
  - Providing assistance with the monitoring of legal and regulatory developments and assess their impact on the compliance of the firm's ongoing business processes.
  - Providing assistance to maintain and update internal policies and procedures of the firm, in order to be in line with regulatory requirements.
  - Providing assistance to maintain records of internal approvals, personal trading statements, communications with authorities etc.
  - Providing assistance to develop and deliver training on compliance issue to the firm's personnel.
  - Other reconciliation, maintenance and administrative ad-hoc functions as assigned by your supervisor.
  - Support for execution of daily tasks such as incorporating companies, setting up client accounts, preparing resolutions and minutes of directors and shareholders meetings, assisting with changes in the Company's Memorandum and Articles, preparing and submitting of Annual Returns, preparing Powers of Attorney, and drafting and reviewing corporate documents and agreements.
  - Support for preparation of some corporate documents (minutes, resolutions, resignation / acceptance letters, instruments of transfers etc)
  - Support for submission of Financial Statements.
  - Banking Support: Preparation and execution of bank account application forms when necessary and communication with all banks whether in Mauritius or abroad & Liaising with banks and clients for the ongoing update monitoring review of the accounts
  - Liaising with law firms in relevant countries regarding client transactions, reorganisations, obtaining legal opinions etc.
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- We are looking for degree holders of LM302,LM303,LM303M,LM305,LM305M,LM306,LM307,LM310,LM310M,LM310E, SHLM301, SHLM302, SHLM308
  - Duration: Full time
  - Experience: no experience required
  - Remuneration: 16-25k
  - Working Days/ Time: From Monday to Friday- between 8:00 am to 6:00 pm/8 working hours per day with 1 hour lunch break
  - Send your CV/ Motivation Letter on: [hr@grammontmanagement.com](mailto:hr@grammontmanagement.com)





- By: 30 September 2023
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## **Grammont Management Ltd is hiring Junior Corporate administrator**

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- Situated at 9th Floor, Tower 1, Nexteracom, Rue du Savoir, Cybercity, Ebene, Mauritius
- Duties are as follows:
  - All aspects of fund & corporate administration and maintenance of documentation relating to Investor and Regulator.
  - Assist with Investor on-boarding and account maintenance. Obtaining, recording and regularly update documentation and cooperating with Compliance Officer for maintaining proper AML and KYC records for the company.
  - Assist with managing subscription and redemption requests, distributions and preparing contract notes and portfolio statements
  - Reviewing bank reconciliation and payment requests;
  - Coordinating and reviewing the handling of the fund accounts, periodic reports and regulatory reports for the fund entities
  - Assisting the process and preparation of Due Diligence files
  - Reviewing and preparing financial statements compliant with IFRS
  - Liaising with the fund managers, investors, bankers, auditors and all other 3<sup>rd</sup> party service providers to the funds
  - Ensuring compliance with defined checklists, procedures and controls as defined by the Compliance Officer
  - Ensuring pre-agreed internal and external deadlines are met consistently
  - Communicating any significant issues that arise to the Managing Directors
  - Establishing a strong relationship with the clients, assisting with day to day requests and responding to their needs as and when required



- Review and enhance company policies for Administration and related activities
- Maintain an accurate record of all company's documentation ensure all regulatory requirements and ensure company procedures are followed.
- Assist with preparation of reports for the audit and regulators visit & create and manage effective action plans in response to audit discoveries.
- Support the executives in their role. Assist in sales material, reports, email, documentation as required by the business development executives.
- Review receipting information on all submitted documents for accuracy, statutory and regulatory compliance

*Ancillary Duties may include*

- Support for group companies dealing with associated tasks in Accounting & drafting and reviewing corporate documents and agreements
- Liaising with law firms in Cyprus and abroad regarding client transactions, reorganizations, obtaining legal opinions etc.
- Assist the Compliance Officer to assess company operations from an accounting perspective to determine compliance risk.
- The Employee may from time to time be required to carry out such other reasonable duties as the Employer may decide, without additional remuneration, should this be necessary to meet the needs of the business.
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- Assist with reconciliations process.
- Complete control sheets for all core processes.
- Ensure all procedures have been followed and supporting documents have been received.
- Ensure any queries or rejected payments are investigated and resolved on a daily basis.
- Other reconciliation, maintenance and administrative ad-hoc functions as assigned by your Team Leader.
- Approve daily trades.
- Work in close collaboration with the corporate finance team and any 3rd parties
- Assist with the processes, procedures and policies relating to fund administration.
- Perform review of NAV for weekly and monthly Fund structures.
- Support in audit planning of companies in the fund department.



- Review statutory financial statements according to IFRS standards. Prepare reports in the IFRS format.
  - Ensure tax returns are filed on time.
  - Ensure the debt collections are made within the period set by the Company standards.
  - Follow the directions of the Company or any person on its behalf.
  - Use your utmost endeavours to protect and promote the business and interests of the Company and to preserve its reputation and goodwill.
  - Use the assets of the Company entrusted to you with the utmost care.
  - Submit to the Company or any person on its behalf such information and reports as may be required of you in connection with the performance of your duties and functions under this agreement.
  - Ensure the department is operating in compliance with all internal and legal requirements.
  - Disclose to the Company without delay all acts and omissions which constitute a breach by you or any other employee of obligations to the Company arising from any cause
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