

## Job Description

LS Advisors Ltd, a fast-growing financial advisory firm based in Mauritius & France, is looking to offer a position with an attractive package as Junior Administrator for Middle-Back Office for motivated and talented individuals to expand its institutional client franchise and operations.

## KEY RESPONSIBILITIES

- Verification of daily valuations
- Monitoring of structured products, PCC (Funds & holdings) and Insurance portfolio
- Preparation of monthly portfolio management reports
- Ensuring all internal control procedures are respected
- Opening and controlling of bank accounts
- Managing transactions, performing due diligences and maintain accurate records of all security and cash transactions

## KEY REQUIREMENTS

- BSC in Finance or in a relevant field
- Sound knowledge in finance
- Proficient in MS Office (Word, Excel, PowerPoint etc.)
- Excellent interpersonal and communication skills.
- Able to work independently and in a team.
- Ability to work under pressure and odd hours.
- Attention to detail and deadline-oriented.
- Existing experience in a similar position would be a plus.

This is a unique opportunity to join the number one Mauritius institutional advisory firm, enter a team of highly technical seasoned capital markets sales and learn really what international capital markets are...

INTERESTED CANDIDATES ARE INVITED TO SUBMIT THEIR CV, MOTIVATION LETTER AND CREDENTIALS TO [recruitment@ls-advisors.com](mailto:recruitment@ls-advisors.com)

## LS Advisors Ltd

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