



## **Grammont Management Ltd is hiring Junior Corporate 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:
  - 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.
- 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 or experience of 1-2 years
- 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 May 2024
- Learn more on their company: [Grammont Management Ltd | Management Company Mauritius](#)