



IGRAVITY IS LOOKING FOR A FULL TIME MIDDLE OFFICE ASSOCIATE (PUBLIC AND PRIVATE MARKETS)

THE ROLE IS BASED IN MILANO, ITALY

iGravity is an advisory firm dedicated to impact investing and innovative finance solutions. The firm is specialized in advisory services & research, investment solutions and direct investments. iGravity was established in March 2017 in Zurich with the mission of connecting disruptive ideas, visionary people, institutions and capital to address some of the most pressing social issues. Our clients include wealth managers, private banks, international NGOs, multilateral organizations, foundations and governments.

Your role

As part of our Investment Teams, we are looking for a Middle Office Specialist based in Milano. In this role you will **manage operations activities related to both public and private markets investments.**

In specific, tasks will include:

- (50%) Lead operations activities for iGravity's liquid and semi-liquid portfolios:
 - Lead trading activities by transmitting investment recommendations and overseeing execution and settlement (investments type: UCITS funds, stocks, bonds, open-ended alternative funds, structured notes, FX futures)
 - Lead (shadow) NAV calculation
 - Liaise with custodian bank on cash reconciliations, inflow/outflow booking, pricing, fee calculations
 - Liaise with portfolio manager on portfolio rebalancings and FX hedging strategy
 - Maintain reporting tools (internal and external) around asset allocation and return attribution, among others
 - Support risk management function in maintaining and feeding the pricing database, providing risk limit check reports

- (50%) Lead deal closing and execution activities for different funding windows, including fund operations, portfolio monitoring, regulatory and compliance, and audit:
 - Work with external jurisdictional tax and legal counsels to execute deal closings, including overseeing legal due diligence and document requests and liaising between counsel and potential borrowers / investees (investments type: medium and long-term private direct debt to SMEs in frontier markets, mostly in Sub-Saharan Africa)
 - Manage final execution of deal closings, including ensuring compliance with execution and disbursement procedures (validating corporate documents, verifying conditions precedent, etc.)
 - Oversee disbursement of funds, including communication between clients / investors and potential borrowers / investees
 - Oversee corporate administration support of funding window management and portfolio monitoring in compliance with all internal and external guidelines and procedures, including file management and bookkeeping
 - Coordinate with third party vendors to support annual audit processes and coordinate audit materials

Who you are

We are looking for a highly motivated and outspoken candidate, with relevant working experience in middle office roles in the financial services industry and with a compelling personal background.

Key attributes and skills you bring for this exciting role are:

- Bachelor's Degree
- 5+ years relevant work experience in a professional setting

- Experience at an investment management firm and/or an investment fund in fund operations
- Strong detail orientation, ability to deliver high quality output
- Demonstrated ability to work effectively in a fast-paced and high performing environment with a positive attitude
- Ability to work collaboratively, liaise with internal and external parties, and take ownership of multiple transactions
- Excellent Microsoft Office skills, particularly Excel and Word. Bloomberg strong plus
- Strong organizational skills, ability to prioritize workload, track assignments and provide organizational support to colleagues
- English fluency (required), French fluency (preferred)

How we define success

Within the first three months, we expect that you:

- Have established a good understanding of iGravity, including our team, vision, core values, and products and services.
- Have established a good understanding of the investment processes and key middle office activities
- Have established a good understanding of the reporting and monitoring tools

Within the first six months, we expect that you:

- Have taken the lead on deal closing and execution
- Have effectively conducted trading and reconciliation activities
- Have taken ownership of monitoring tools

Within the first year, we expect that you:

- Have become responsible for investment operations functions at iGravity
- Have contributed to improving operations processes and have successfully supported the investment teams

Who you will work with

You will **work closely with** Eugenia, Head of Investment Solutions, and Elizabeth, Head of Impact Ventures. You will become part of a dynamic team and organisation with colleagues in Zurich, Nairobi, Kampala, and Milan.

How we work

We have a strong performance culture prioritizing getting things done over time spent at the desk and rewarding success. Our working style is flexible and collaborative; we highly appreciate the benefits of being and working together both digitally and physically supporting each other.

How to apply

Please email recruiting@iGravity.net attaching your CV and a concise cover letter telling us why you are a great fit for the role!

Please note that iGravity is dedicated to diversity and inclusion of all people regardless of gender, religion, sexual orientation, culture or ethnicity, but due to legal restrictions we can only consider candidates with a **valid working permit in Italy**.