

We are hiring.

Operation / Risk and Compliance officer

Start date: flexible, ideally 01.08.2025, 80 – 100 % employment rate

We are a leading independent private asset and wealth management firm, based in Zurich, London, Lausanne and Cayman Islands. We provide global investment management solutions to wealthy individuals, families, endowments and institutional clients with a strong commitment to integrity, client trust and regulatory excellence. Now we are looking to strengthen our team with an Operation, Risk and Compliance officer.

Position Summary:

Responsible for supporting the team by ensuring accurate execution and monitoring of investment strategies, managing liquidity, and maintaining regulatory compliance across collective investment schemes and managed accounts. The role requires strong analytical skills, proficiency with financial systems, and effective communication with internal and external stakeholders.

Key responsibilities:

- Manage daily investment operations ensuring data accuracy across platforms including Bloomberg AIM and Expersoft.
- Support portfolio managers in trade execution, portfolio rebalancing, and scenario analyses.
- Monitor liquidity positions and prepare regular liquidity and cash flow reports.
- Assist in oversight and administration of collective investment schemes, ensuring regulatory compliance.
- Reconcile portfolio data, positions, and performance metrics using Excel and internal systems.
- Conduct scenario analysis and stress testing to support risk management strategies.

- Prepare and review operational reports and performance dashboards.
- Collaborate with custodians, fund administrators, and service providers to efficiently resolve discrepancies.

Required Skills and Qualifications:

- Proficiency in English (written and verbal) for effective communication across global teams.
- Strong working knowledge of MS Office Suite, particularly Excel (pivot tables, advanced functions, reporting).
- Hands-on experience using Bloomberg AIM for portfolio management and order execution.
- Familiarity with Expersoft or similar investment management platforms.
- In-depth understanding of collective investment schemes and relevant regulatory frameworks.
- Experience in liquidity management and cash flow forecasting.
- Strong capability in scenario analysis and stress testing methodologies to evaluate risks.
- Excellent attention to detail with the ability to manage multiple priorities under tight deadlines.

What you can expect:

- An innovative and growth-oriented environment
- New ideas and concepts are encouraged and can be implemented
- Modern infrastructure and a workplace in the heart of Zurich
- Competitive compensation and attractive benefits
- Direct exposure to executive decision-making and strategic matters
- A collaborative and entrepreneurial working culture

Please send your complete application to recruiting@bellecapital.ch