

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Retrocession & Trailer Fees Senior Officer

Our client:

A top international private bank based in Geneva.

Role & Responsibilities:

The retrocession business department is calculation, reconciliation and control of the remuneration of external counterparties (Multi Family Office, Third Party Introducers), based on the client's fees accounted, who are partnered with the external counterparties. The Trailer fees activity is the collection, reconciliation & dispatch of all fund rebates received following investments into some mutual fund classes. The life insurance activities are the collection, reconciliation and payment of life insurance brokerage and management fees.

- Ensure that all tasks within the scope of our service agreement are carried
- Perform daily controls and KPI monitoring in accordance with
- Monitor any changes in guidelines / procedures and adapt working methodology
- Support Managers or Front-Office and Finance department
- Attend meetings and handle change management
- Identifies internal stakeholders relevant to their product or (e.g. Front Office, other support functions, other regions)
- Be professional and respectful in all interactions with all stakeholders
- Ensure timely processing of all requests / respect Service Level Agreements (SLA) and provided outstanding customer service
- Provide support when required and communicate with all stakeholders
- Handle and support very diversified stakeholders to deliver the services, located in several teams across the bank
- Reacts positively to changes by bringing new ideas and workable solutions
- Integration within the team and with stakeholders
- Remains client driven while protecting the bank from risk and maintains effective control
- The Retrocession and Trailer fees team is servicing several entities in Switzerland) and Luxembourg. Based on several systems and dedicated data, the objective is to collect and gather the appropriate information in order to create and consolidate financial amounts
- Retrocession and Trailer fees team has an high interactivity with Finance department (accounting and management information teams).
- Ability to work with Excel databased is essential considering that most of the file are manually managed by the team
- The team size is increasing due to onboarding of new task relating to Life Insurance France into the Luxembourg Private
 - The Retrocession and Trailer fees team is monitoring over 35 m\$ per year and additional 15m\$ will be on boarded with the Life Insurance Around 200 agreements/contracts are under management.
 - Type of products covered are Bonds, Shares, Funds, Private Equities, Structured Products and all type of revenues: commissions, interests, retrocession, rebates
 - Around 1'000 accounting / balance sheets amounts entries are instructed by the team per year

Profile:

- Commercial degree, CFC bancaire or Bachelor/master degree
- **At least 3 years of experience in the Banking sector is requested.**
- Accounting knowledge (P&L and Balance sheet) are necessary
- Analytics skills are a must, be comfortable with figures
- Computer skills: MS Office Excel & Access are required
- Communication skills, both oral and written in English and French are required
- Strong knowledge of Banking Operations/Retrocession activities is a plus
- Team player, client oriented and well Methodical, adaptable, autonomous and proactive.
- Polyvalent and fast-learner : ability to quickly adapt to multiple tasks and evolving working situations
- Ability to works well under pressure

Contract type: Temporary contract from the 01.12.2022 until the 31.12.2023

Rate of activity: 100%

Starting date: 1st of december 2022.

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM569330945