Operations and Reporting Specialist

Trade support, reporting and compliance

Corestone Investment Managers AG | Zug | 50 to 80% | Start: January 2027 or by agreement

> **The role in brief.** You keep the operational side of our portfolios running: trades, reconciliations, cash and collateral, the monthly fund and client reporting, the recurring compliance controls and the regular contact with administrators, custodians and brokers. A part-time role in a small, partner-led team.

1. About Corestone

Corestone Investment Managers AG is an independent, partner-owned investment firm in Zug, founded in 2007. We act as outsourced chief investment officer for family offices and private clients and run our liquid, risk-balanced multi-asset strategy through our own fund as well as managed and segregated accounts.

We are looking to add an operations and reporting specialist to the team.

2. What you will do

Trading and reconciliations

- Prepare, check and record trades for the fund and client mandates in liquid instruments
- Confirm and settle trades with brokers and custodians; monitor margin calls and collateral
- Reconcile positions, cash and collateral with brokers, the fund administrator and the depositary

Fund and client reporting

- Produce the monthly fund factsheet and support the quarterly investor letter
- Build consolidated reports for mandate clients across several banks and managers
- Prepare material for client meetings and keep the underlying data clean, checked and documented

Service providers and accounts

- Act as main contact for the fund administrator, management company, custodians and brokers; check NAVs, fees and invoices
- Prepare account openings and KYC documentation with banks and custodians for mandate clients

Compliance support

- Prepare the recurring compliance controls with our external compliance provider: client list, transaction monitoring, investment guideline checks and sanctions screening
- Support the annual compliance processes and KYC reviews

3. What you bring

- A commercial or banking apprenticeship (EFZ), a degree or a similar qualification
- At least two years in operations or investment reporting at a bank, fund administrator, custodian or asset manager
- Hands-on experience with the trade lifecycle: booking, settlement, reconciliations and breaks; listed derivatives or collateral management are an advantage
- Very good Excel skills, including building recurring reports; Bloomberg, broker portals, VBA or Python are a plus
- Familiarity with Swiss compliance and AML basics (KYC, sanctions and PEP screening) is an advantage
- A precise, reliable way of working: you check numbers before they leave the building
- Good English, written and spoken; German is welcome but not required
- Swiss citizenship or a valid Swiss work permit (B or C)

4. What we offer

- **Focus.** A defined operations, reporting and compliance role at 50 to 80%, with the working days agreed together and cover from the team on the other days.
- **Direct contact.** You work with the partners every day and are the go-to person for our administrators, custodians and brokers.
- **Responsibility.** You own the operational controls, the monthly reporting and the recurring compliance checks, and help set up operations for new client mandates.
- **A focused team in Zug.** Short decision paths, with your workplace in our Zug office.

5. How to apply

Please send your CV, a short cover letter, your recent work references, your preferred workload, your work permit status and your earliest start date to hr@corestone.ch. Questions about the role are welcome at the same address.

We look forward to hearing from you.