

BlueOrchard Finance is a globally leading impact investment manager with offices in Zurich, Geneva, Luxembourg, Lima, Nairobi, Tbilisi, and Phnom Penh. The company was founded in 2001 by initiative of the UN as the first commercial manager of microfinance debt investments worldwide. To this day, the company has invested over USD 3bn in institutions across 60 emerging and frontier markets, providing access to financial and other services to over 26 million low-income individuals. Become part of this unique success story and join our fast-growing company in **Tbilisi, Georgia** as

Investment Operations Officer

Your main responsibilities

- Prepare/review balance sheet, profit/loss and other accounting statements;
- Perform middle/back office functions to ensure that the loan closing, disbursements of loans, and payments are in line with our internal procedures;
- Ensure adequate reporting to investors and other stakeholders;
- Work closely with regional investment team providing support regarding loan administration and clients' transactions.

Your experience

- At least 2 years of relevant working experience in (fund) accounting. Prior working experience in middle/back office or credit functions would be considered a plus;
- Previous working experience or exposure to banking and/or financing contracts desired.

Your skills and education

- Excellent written and spoken English skills are required, proficiency certification from a recognized language testing centre will be viewed favourably;
- A minimum of a Bachelor's degree with focus in economics, finance, or similar;
- Good Microsoft Excel skills;
- Analytical thinking and problem solving skills.

Your personal profile

- Proactive, result-driven, ability to work in a fast-paced and fluid environment;
- Well organized, detail-oriented, reliable, trustworthy and hardworking;
- Ability to adapt and work within the challenges brought by different working time zones;
- Team player with ability to work in a multi-national and multi-cultural environment.

Please send your application file in ENGLISH with the subject line **"Application IOO"** to the following email: jobs@blueorchard.com

Please note that only shortlisted candidates will be contacted. Application deadline: March, 24th 2017.

