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# Example of Investment Office Job Description

Our innovative and growing company is looking for an investment office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for investment office

* Manage development of business requirements and use cases for data-related projects
* Provide end-to-end analysis of business processes, data flows, and data usage to improve business productivity and data governance
* Work closely with Data Owners/Stewards on the development and update of the enterprise Business Glossary for key data elements and authoring of data quality rules
* Maintain business metadata, including data ownership and traceability, and issues tracking in data governance platform
* Manage change control process and participate in user acceptance testing (UAT) activities
* Investigate data issues by determining root cause and formulating corrective solution
* Manage the full spectrum of finance duties for the Singapore office including financial reporting, cash flow, payroll reports etc
* Liaise with the external parties such as fund administrators, tax agent etc on the fund accounting and finance matters
* Work closely with the senior management for updates and financial analysis
* Liaise with external vendors on IT and other office administrative duties

## Qualifications for investment office

* Oversight of the GSAMi regulatory obligations that govern the functional processes, contributing to the SIF (Significant Influence Function) compliance requirements
* Experience with change management or process improvement
* Part / qualified accountancy qualifications are a preferred/nice to have but not mandatory
* Build strong, partnership-oriented, results-driven networks across functions and geographies
* Bachelor Degree in Computer Science, Information Technology, or related discipline
* 3+ years front office application support experience, preferably in Equities business