



# Example of Investment Management Division Job Description

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Our innovative and growing company is looking for an investment management division. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for investment management division

- Partner closely with global IMD Business Partner team and central HCM colleagues to ensure effective delivery of recruiting, training, mobility and talent processes to the division
- Working closely with senior leaders and other key stakeholders to ensure that reporting and analysis drive the necessary insights needed to effectively manage our expenses
- Lead or participate in expense initiatives, including allocations, Better Expense Management, such as developing standard processes, tools and policies
- Support various initiatives and ad hoc requests while approaching new work with curiosity and creativity
- Receive receipts from Portfolio Managers/ Traders/ Sales professionals or their assistants
- Create and complete Travel and Entertainment Expense Management System (TEEMS) report
- Monitor TEEMS for assigned Portfolio Managers/ Traders/ Sales professionals to avoid aged expenses
- Track submitted TEEMS report for payment/ settlement
- Keep up to date on IMD Expense Policy & Guidelines
- Input client information in REPs

- Multilingual with strong preference for fluency in Dutch
- Ability to speak Chinese (Mandarin) is preferred
- Professional accounting designation (CPA/CA/CMA/CGA) with Big 4 experience preferred
- Focus on creating an exceptional stakeholder experience and have strong desire for continuous improvement
- Proven ability to excel in a fast pace environment while managing multiple, frequently changing priorities and ad-hoc requests
- Advanced communication and executive writing skills