



POSITION DESCRIPTION

POSITION TITLE: Operations Associates

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

OVERVIEW

This is an amazing opportunity for a financial and operationally minded individual, who is keen to broaden their experience in a dynamic commercial environment.

Our client's investment platform has taken off since its foundation five years ago, attracting more than 10,000 investors and more than \$1.1 billion of investments across more than 180 funds.

In 2021, they have made the AFR Fast Starters List in 2021 and were a FinTech Awards finalist.

Our client's platforms white labelled technology/professional services business has grown to over \$2.3 billion in Assets Under Management, making it a market-leading alternatives platform solution.

The company's diverse operations mean that they have broad administrative requirements across many businesses' facets including:

- Funds Management – NAV pricing, reconciling multiple fund cash accounts, distribution calculation, forecasting and payments.
- Investing – Client onboarding, adhering to current AML/KYC requirements and client inquiries.
- Technology and SAAS – white label client management, platform administration, payment calculation and processing

KEY RESPONSIBILITIES

Successful candidates will have the opportunity to work closely with industry leading Fund Managers and experts, gain exposure to the global alternative markets and experience working in a dynamic, high-performing team.

The role will focus initially primarily on the white label business, including the following operational roles and responsibilities:

- Assist in administering all aspects of the platform via online administration tools.
- Perform regular calculations and checks on incoming and outgoing payments/prices across all clients.



POSITION DESCRIPTION

- Make sure payments are made to and collected from clients and ensure correct communication is sent to clients.
- Be across all operational aspects of the business and ensure our client meets all operational requirements.
- Help reconcile bank accounts, prepare regulatory filings and help prepare trust accounts.
- Contribute to the ongoing improvement and streamlining of processes

This is a dynamic business, anticipating further strategic evolution and the role will support the organisation and management of new initiatives from an operational perspective as they arise.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Finance & Accounting
- Excellent English proficiency
- 1-2 year experience in Accounting or Finance Operations at International Firms.
- Be an independent thinker with energy and enthusiasm to effect positive outcomes both operationally and commercially in a high growth business.
- Have good attention to detail and accountability for your work.
- Demonstrate a bias toward action/getting things done with high self-motivation; and an ability to work in a largely unstructured but goal-oriented environment.
- Show a history of building business relationships easily with the most senior to the most junior and working effectively across a business building collaborative relationships with internal and external stakeholders.
- Be tech savvy and comfortable with online business tools. Our platform is custom developed, so you will need to learn from scratch.
- Be adaptable to emerging and shifting priorities.
- Have a great attitude and be a team player.
- Show resourcefulness and intellectual curiosity demonstrated by not being satisfied with 'not knowing' how it works or what it means; be a self-directed and continuous learner.

ASW OFFERS

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with one of clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.