

Armada is a single **Family Office** of a successful Swiss entrepreneur and his family. The Team supports the family in the management of its diversified investment portfolio and all of its business interests.

This unique position offers the opportunity for a broad involvement in a wide variety of investment management assignments. To support our small, dynamic and dedicated investment team we are looking for a

Investment / Business Controller

The portfolio of the family is broadly diversified and consists of public and private equity investments as well as a number of direct investments that require hands on involvement and supervision. Your responsibilities:

- Support and administration of our direct investments
- Assist in creation and review of budgets and forecasts
- Manage various projects (e.g. website, IT)
- Collect and analyze financial information from portfolio companies
- Ad-hoc analysis on various performance and investment related topics
- Maintain and administer all supporting documentation of the various investments
- Provide input to and interact with back office on investment reporting and valuation
- Participate in board meetings in a corporate secretary function

Your profile:

- Accounting and/or Controlling background
- Minimum 3 years of relevant working experience
- Strong interest in Financial topics
- Fluent in German and English (written and spoken)
- Good MS-Office skills (Excel professional)
- Independent self starter who has the ability to prioritize tasks

If you are interested in joining us then please send your application (incl. photo) by email to Martina Bircher, office@armada.com.
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