



Private Investment & Financial Administration Specialist

Requirements:

1. Bachelor's degree in finance, accounting, economics & business administration or related field from a reputable university
2. Minimum 3 years of experience in wealth management, investment administration, accounting, financial services, family office administration
3. Strong analytical & organizational abilities
4. Excellent spoken & written English
5. Advanced Microsoft excels skills, including financial analysis, reconciliation & reporting
6. High level of integrity, discretion & professionalism.
7. Familiarity with Indonesian personal income tax documentation
8. Experience working with multi-currency investment portfolios & international financial institution
9. CFA charter holder or CFA program candidate (Level II or above)

Responsibilities:

1. Investment Administration
 - Conduct independent analysis of investment products, bonds, fixed income, mutual funds, ETFs, equities, structured products & other financial instruments
 - Review of investment proposals received from local & international financial institutions
 - Identify key investment risks, fees, liquidity constraints & potential conflict of interest in investment proposal
 - Prepare concise investment summaries highlighting potential returns, risks, liquidity, fees, tax considerations & overall suitability.
 - Monitor market developments that may effect existing investments & prepare concise updates
 - Monitor investment maturity dates, coupon payments, dividend distribution & other portfolio events
2. Financial Administration
 - Maintain organized records of bank statements, investment confirmations, portfolio reports & related financial documents
 - Track cash movements & investment transactions across domestic & international accounts
 - Reconcile investment income, dividends, interest & capital gains with supporting records
 - Prepare periodic portfolio summaries & financial reports
3. Tax administration support
 - Compile financial information & supporting documentation required for annual income tax return (SPT tahunan) preparation
 - Organize & maintain supporting documents for submission to external tax consultants
4. Communication

Able to communicate professionally in English (oral & written). Translate financial documents between English & Indonesian when required.

Please send your application letter with latest resume, stating details of qualifications, summary of experience, current & expected salary, and other supporting documents, to **hrd@sasinternasional.com**

Only qualified candidates will be notified for further selection