

VALOUR

Trading Operations (Middle/Back Office) Associate

Place of work: 6300 Zug, Switzerland

Hours: Full-time

About Valour

Valour Structured Products Inc. is an issuer of exchange-listed financial products that enable retail and institutional investors to access investment in disruptive innovations, such as digital assets, in a simple and secure way. Last December, we launched our first product, Bitcoin Zero, on the Nordic Growth Market (NGM), and this year we will bring further innovative exchange-traded products to investors across Europe. Established in 2019 and based in Zug, Switzerland, Valour is backed by leading entrepreneurs and investors in the fintech space. We're working to provide investors with access to innovative assets - and we're looking for great people to help us help others to invest in the future.

Summary of role

We are looking for a highly motivated professional to join our fast-growing, dynamic fintech company in Zug, Switzerland. As Trading Operations Associate, you will act as the primary middle/back office contact for the business, providing vital support to our front office team. You will be part of our team developing new financial products as well as defining and optimising our operational infrastructure. This is a unique opportunity to make a real contribution in an exciting, entrepreneurial firm at the forefront of financial services innovation.

Key responsibilities

- Oversee the company's settlement and clearing process
- Maintenance of records and accounts, ensuring credit management and financial controls
- Support of regulatory and organizational compliance
- Creation and maintenance of reporting tools
- Coordinating and helping manage audits
- Close cooperation with brokers, custodians, fund accountants, various internal stakeholders and other third parties

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Qualifications

- Minimum of three years' middle-office/back-office experience, preferably in an entrepreneurial trading environment, post relevant education
- Knowledge of the business environment for financial services companies
- Strong interest in asset markets in general, current trends and evolutions in the industry, and cryptocurrencies in particular
- “Fluent” in handling/using technical tools (hardware and software)
- Strong analytical skills and expertise in financial systems and reporting
- Ability to work well in an unstructured and fast-paced environment will be essential
- Very good language skills in English and German
- Excellent attention to detail

And you can:

- Work independently, take initiative and be proactive
- Run multiple projects simultaneously
- Deliver reliable results and respect deadlines, even working under pressure
- Be collaborative and strategic
- Maintain a growth mindset and ownership mentality

To Apply

Please email with CV and a short cover letter explaining why you're the best candidate for this role to hello@valour.com with subject line: Trading Operations Associate.

Please note that at this time we can only consider candidates with Swiss work permits.