

## Human resources

### FO Job description

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|-----------------------|---|
| <b>Department:</b>    | Fund Servicing  |
| <b>Title:</b>         | Treasury Accountant   |
| <b>Level:</b>         | Senior Associate  |
| <b>Reporting to:</b>  | Head of Treasury, Vice President (with local support)   |
| <b>Contract type:</b> | Permanent   |
| <b>Office</b>         | Dallas, Texas   |
| <b>Role Purpose:</b>  | To manage the day to day deliverables of the treasury team, providing support and oversight for the Private Equity Funds under administration |

#### Tasks and responsibilities:

- Review daily reconciliations of bank and money market fund statements in accordance with prescribed deadlines
- Daily management of the fund invoice process
- Good understanding of Private Equity industry and the Fund structures
- Clear understanding of the existing processes and procedures, to continually look for efficiencies to enhance processes
- Daily oversight of the liquidity of the funds
- Provide support for the year end controls audit, ensuring that information is provided accurately and on time
- Efficient user of the database and ability to run reports and trouble-shooting before escalating to senior management
- Provide daily support to junior members of the team, including the allocation of work across the team
- Liaise closely with other internal/external departments to ensure timely and accurate settlement of payments
- To review distribution and call calculations and notices
- To support senior management with client requests
- To review/release payments in accordance with client approval policy
- Any other duties commensurate with the nature and position of the post

#### Experience / background:

- Professional accounting qualification preferred but not essential
- Private equity knowledge preferred but not required
- 2-4 years experience in a similar role preferred but not essential
- Proficiency in Excel and other MS products
- Experience with FIA (Front Invest Advisor) ideal, but not required

#### Language skills:

- English (fluent – oral and written)
- German (desirable but not essential)

**Competencies** (apart from being a team player, high energy level, self-starter, quick grasp, etc):

- Must be analytical and able to work on own initiative
- Must have the ability to operate within a continuously evolving and competitive business environment
- Must be able to integrate quickly into a new working environment
- Must have the ability to work accurately under pressure and to meet client deadlines

- Must be proactive in managing workloads and addressing potential issues across the team
- Must be able to take ownership of delegated responsibilities
- Must be capable of communicating clearly and effectively both internally with other departments, and externally with clients, investors and fund managers, both orally and written
- Must be committed to high quality and service orientation
- Must have good organizational skills with the ability to multitask

**Management of people:** To be discussed

**Job specifics:** To be discussed

**Compiled by:** Frances Carter

**Date:** September 2018