

## Human resources

### FO Job description

<b>Department:</b>	Fund Servicing
<b>Title:</b>	Treasury Accountant (Analyst)
<b>Level:</b>	Analyst
<b>Reporting to:</b>	Head of Treasury, Vice President
<b>Contract type:</b>	Permanent
<b>Office</b>	Dallas, Texas
<b>Role Purpose:</b>	To manage banking and liquidity functions of private equity Fund of Funds and Direct/Clean Energy Investment Funds.

#### Tasks and responsibilities:

- Maintain accounting records and ensure accuracy and completeness of data
- Perform daily reconciliations of bank and money market fund statements in accordance with prescribed deadlines
- Co-ordinate and monitor the fund invoice process
- Basic understanding of Private Equity industry and the Fund structure
- Clear understanding of the existing processes and procedures
- Prepare timely and accurate year-end support files for annual audits as required
- Efficient user of the database and ability to run reports and handle minor troubleshooting before escalating to supervisor
- Analyze and process daily cash transactions including the monitoring of liquidity for the funds
- Liaise closely with other internal departments to ensure timely and accurate settlement of payments
- Prepare distribution and call notices
- To prepare/release payments for allocated funds
- 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
- 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
- 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

<b>Management of people:</b>	None
<b>Job specifics:</b>	To be discussed

<b>Compiled by:</b>	Frances Carter	<b>Date:</b>	December 2018
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