

Lead Specialist Fund Operations Oversight

Tasks :

- Strong ability to work as part of a team in a dynamic environment in a **Fund Oversight role of UCIT's, SICAV's and Hedge Funds.**
- Fund Operations Oversight of all components within the Fund.
- **Strong Knowledge of all instrument types** and reviewing and verification of these price movements within the valuation.
- Verification of Share Class movement in line with Core Fund and with other classes within the fund. **Understanding of Hedged Share Classes, Swing Pricing, Transfer Agency and hedging process.**
- **Oversight of both Cash, Stock and derivative reconciliations** within the Fund Groups and **Liaising with the Fund Administrators / Custodians / Prime Brokers and Front Office** to facilitate the reconciliation process.
- **Proven knowledge of Derivatives Products, both OTC and ETD and ability to price these instrument types.**
- **Update and review of Fair Valuation and associated processes**
- Communicate agreed Fair Valuation decisions to the third party Fund Administrator
- **Review of stale prices**
- Verification of **Fees, Dividends & Tax reporting** in line with Core Fund and with other classes within the fund, if any. Ensure **report production** deadlines are met. Ensure reports are produced in accordance with **legal and regulatory environment.**
- Co-ordinates **checks & controls of the raw data & the reports shared by internal teams & external parties; Custodian, Board of Directors, Fund Managers & Auditors.**

Essentials Skills :

- **Excellent English, with at least one additional European language (French, Italian, German);**
- **Demonstrable experience in the Fund Accounting / Fund Oversight, with experience in derivatives being a distinct advantage;**
- **Strong attention to detail and ability of multi-task.**
- **Excellent computer skills, with a strong knowledge of MS Excel and MS Access;**