

Position available for Fund Accounting Supervisor within the Operations Department

Applicants will have from 3-5 years' experience

#### Key Responsibilities and Skills

- Daily reconciliation of cash and holdings for all funds within the organisation. Knowledge of a wide range of financial instruments including OTC will be required for this role.
- Preparation and checking of daily/monthly valuations including calculation of performance fees based on different calculation methodologies including Equalisation and Series of Shares.
- Bank Reconciliations including posting Subscription/Redemption/Expense journals
- Portfolio pricing for a range of instruments
- Assistance in audit process
- Recording and Investigation of Corporate Actions
- Review of fund's operating documentation including Prospectus, Pricing Policy and related party agreements.
- Monitoring of team members and ensuring all work is carried out in a timely and efficient manner.

#### **Pre-requisite knowledge, skills and experience**

An ideal candidate for the position (s) is required to have:

- Strong verbal and written communication skills.
- Attention to detail and well organized.
- Ability to work under pressure and to tight deadlines.
- Ability to be flexible and work effectively both within a team structure and independently.
- Strong inter-personal skills.
- Ability to identify and resolve issues in a timely manner.
- Reliable and dependable.
- Take ownership of designated tasks.
- Strong Knowledge of Excel.
- Knowledge of Bloomberg.
- Knowledge of a variety of fund structures including LP, SICAV and SPC.
- Knowledge of Private Equity

Candidates should apply in writing, with salary expectations to:  
(email : [trinity@trinityfundadmin.ie](mailto:trinity@trinityfundadmin.ie))