



INDOS Financial (Ireland) Limited Job Description

Depository Analyst (Hedge Funds) – Enniscorthy, Co. Wexford

Company Profile

INDOS Financial is the leading independent provider of AIFMD depository services to alternative investment funds with offices in London, UK and Ireland. We are a fast-growing company and since 2014 have successfully built up a client base of over 70 alternative investment fund manager clients and 115 funds representing more than \$25 billion of assets.

INDOS Financial was named Best Depository Solution in the 2016 & 2017 HFM Service Provider Awards, beating stiff competition from well-known banking groups.

Summary of Role

The role is within our Depository Operations team in our operations centre in Enniscorthy, County Wexford. The role involves ensuring that INDOS Financial fulfils its responsibilities under the depository requirement of the Alternative Investment Fund Management Directive (AIFMD).

The role will focus on the firm's diverse range of hedge fund clients, themselves administered by some of the world's leading fund administrators.

The primary responsibilities will be in the areas of "Cash Flow Monitoring", "Record keeping and verification of Other Assets" & "Oversight". This includes daily review of significant and inconsistent cash transactions, verification of asset ownership, and a range of oversight duties including ensuring compliance with the fund prospectus, review of shareholder transactions and fund valuations.

Reporting to the Depository Supervisor, the Depository Analyst is responsible for several client funds and carrying out reviews of those funds in a timely manner and in accordance with internal procedures.

Would suit candidate with 2+ years' experience in a Fund Accounting, Trustee or Depository role.

This role offers a competitive annual salary, eligible for annual discretionary bonus, health cover and pension.

Key Responsibilities

1. Review fund valuations, in line with department defined timelines and procedures, to ensure they have been completed accurately and in accordance with fund documentation.
2. Ensure that investment restriction breaches, security pricing and fund administrator issues are identified, logged and resolved in a timely manner.
3. Liaise with fund administrators and investment managers to ensure queries are resolved in a timely manner.
4. Review shareholder trade processing and controls/procedures.
5. Prepare and distribute client reports.
6. Assist with on-site visits to fund administrators.
7. Highlight significant issues to the Depository Supervisor/ Manager.
8. Work effectively within the team but show appropriate levels of initiative.
9. Facilitate open communication with Depository team members and staff members to identify any potential issues/improvements.

Governance Responsibilities

1. Help to ensure that a strong governance culture is cultivated in the company and that issues are escalated appropriately.
2. Comply with all internal policies and procedures including compliance.

Generic Staff Responsibilities

1. Comply with all INDOS corporate policies and procedures.
2. Alert senior management immediately of any significant changes to the effectiveness of the internal control environment.
3. Notify senior management of any breach of ethical conduct.

Experience / Skills

1. Experience – we are looking for a degree educated candidate with 2+ years fund administration experience.
2. Depository experience an advantage but not essential.

3. Excellent fund accounting experience, particularly exposure to a broad range of hedge funds, is required.
4. End to end NAV exposure (i.e. rather than specialist experience within a functionalised environment).
5. Excellent communication and client service skills.
6. Excellent computer skills including knowledge Microsoft Office applications (Excel, Word, Outlook, PowerPoint) and Bloomberg.