

**CACEIS IRELAND LIMITED**

<b>1.</b>	<b>General Information</b>	
<b>Job Title</b>	Fund Accountant	
<b>Company Information</b>	CACEIS - a dynamic and progressive member of the Crédit Agricole Group - is one of the world's leading asset servicing providers to institutional and corporate clients. CACEIS has over 80 employees in Ireland and 3,400 worldwide, in cities such as Paris, Luxembourg, London, Hong Kong and Toronto. CACEIS Bank, Ireland Branch ("the Branch") acts as depositary and custodian to collective investment schemes and CACEIS Ireland Limited ("the Company"), provides fund administration and related services to Irish and non-Irish domiciled funds and companies.	
<b>Contract</b>	Permanent	
<b>2.</b>	<b>Job Objectives</b>	
	The Fund Accountant shall work as part of a fund accounting team and shall be responsible for completing daily tasks as assigned by the team leader to the highest standards.	
<b>3.</b>	<b>Main Duties and Responsibilities</b>	
	<ul style="list-style-type: none"> <li>• Responsible for data collection and trade input.</li> <li>• Responsible for reconciliation of cash and assets with the funds' brokers.</li> <li>• Responsible for processing Capital Stock Activity.</li> <li>• Interact effectively with all internal and external third parties: E.g. CIL's Trade processing/matching/settlement dept., Transfer Agent, Pricing Dept., CACEIS Trustees.</li> <li>• Ensure compliance of funds with the fund documentation (including Prospectus, Admin. agreement and Operating Memorandum).</li> <li>• Responsible for fee and expense processing.</li> <li>• Responsible for pricing securities in the portfolio in accordance with agreed pricing conventions.</li> <li>• Responsible for compiling a NAV pack for Team Leader review when all tasks have been completed.</li> <li>• Responsible for maintaining the portfolio for the fund on Bloomberg to monitor prices and corporate actions, if applicable.</li> <li>• Responsible for the follow-up and resolution of any issues associated with these tasks.</li> <li>• Involved with the preparation of auditor information requests (including timely response to queries).</li> <li>• Calculate fees to be charged to the funds and prepare invoices.</li> <li>• Collect/pay all fund related fees in a timely manner.</li> </ul>	

<b>4. Candidate Profile</b>	
	<ul style="list-style-type: none"> <li>• Graduate with a relevant third level business qualification, preferably with internship experience.</li> <li>• Computer literacy is essential, skilled in the use of Microsoft Excel and Word.</li> <li>• Knowledge of varying fund types desirable.</li> <li>• A relevant Third level business qualification or equivalent professional qualification.</li> <li>• To enjoy working with numbers and analysing data.</li> <li>• To be organised and methodical in their approach to work with an eye for detail.</li> <li>• Good interpersonal and communication skills.</li> <li>• Team player who will participate and contribute in team meetings.</li> <li>• To be a self-starter, enthusiastic, flexible and motivated to learn and develop as the department evolves.</li> <li>• To be able to work under their own initiative.</li> </ul>
<b>5. Why you should join CACEIS</b>	
	<ul style="list-style-type: none"> <li>• An end-to-end process environment.</li> <li>• A good work-life balance.</li> <li>• An environment conducive to continuous learning, with extensive on-the-job training as well as off-the-job study assistance.</li> <li>• A tightly knit and friendly work environment.</li> <li>• A dynamic and international company where people drive their own careers.</li> <li>• An agile organization that welcomes change and new ideas.</li> <li>• The backing of a strong parent group, Crédit Agricole.</li> </ul>