

Fund Accounting & Transfer Agency Oversight Associate

About Us

Handelsbanken Wealth & Asset Management is a wholly-owned subsidiary of the Handelsbanken Group and is responsible for all wealth and investment management activities of the Group in the UK. Founded in Sweden, Handelsbanken is one of the world's strongest banks and offers local relationship banking, advice and investment management to personal and corporate customers through its fast-growing network across the UK. For over 30 years we have been relied on by our customers, including business leaders and sophisticated financial professionals, to advise them and to manage their wealth. We focus on one objective – customer satisfaction – since a satisfied customer will be happy to both return and to recommend us.

This is an opportunity to join a successful and fast-growing national organisation with the added benefit of being part of a significant multinational group.

Handelsbanken Group are deeply committed to embedding good equality and diversity practice into all of our activities so that Handelsbanken Wealth & Asset Management is an inclusive, welcoming and inspiring place to work, regardless of age, disability, pregnancy and/or parental status, ethnicity, religion, sex, gender reassignment or sexual orientation.

We encourage and welcome applications from across the global community and all appointments are made solely on merit.

Salary & Benefits

- Competitive market rates
- Group personal pension scheme, private medical insurance, life insurance, income protection insurance, preferential staff rates, 25 days holiday, season ticket loan, long term profit sharing scheme

Our Role

This role will be based in the Tunbridge Wells office and the jobholder will be an Associate in the ACD Team for the Multi Asset Funds (MAF). This is a new department which will oversee the fund administration processes for the Handelsbanken UK funds, ensuring the appropriate oversight and financial controls are in place, and liaising with the relevant internal and external stakeholders.

Main Responsibilities

- Oversee the Net Asset Value process ensuring processes and procedures are appropriately documented and adhered to.
- Oversee the Transfer Agency process ensuring our clients are serviced to the standard that Handelsbanken expects.
- Oversee the Custody function ensuring processes and procedures are appropriately documented and adhered to.
- Build & maintain relationships with the third party suppliers which includes input to the Service Level Agreements (SLA's).
- Review deliverables from the third party suppliers against the agreed SLA's & KPI's, and help manage performance via the monthly service meetings.
- Involvement in the interim and annual financial reporting process ensuring appropriate planning and supervision of the audit process and timely delivery and publication of reports and accounts; and attend relevant Audit Committees.
- To provide cover for the Manager in their absence.
- To contribute to the day to day activities of the Fund Administration Team including regular tasks and query resolution.

- Coordinating Share Class Conversions
- Cash Funding
- Application of Dilution Levy
- OCF Validation
- Monitor Fund Income & Expenses
- Monitor and manage Fund accruals
- Monitor cash/stock breaks
- Resolving breaches, errors and complaints
- AML/KYC

Person Specification

- Be business-orientated and focus on the client outcomes
- Have good administrative order including adherence to all risk and compliance policies
- Take a long-term approach
- Have the courage to make decisions
- Be innovative and proactive
- Take responsibility for own development
- Have high ethical and moral standards
- Collaborate with others to achieve joint goals
- Take leadership of own performance

Experience:

- Previous fund accounting & transfer agency experience in an asset management company, third party administrator or equivalent.
- Detailed understanding of the general regulatory environment surrounding the industry like FCA rules, AIFMD, MIFID, SORP etc.
- Strong understanding of fund pricing, NAV calculations, expenses analysis, etc
- High levels of accuracy and numeracy
- Strong Systems, Processes and Controls experience used to support an asset management business as well as an awareness of risk.

Skills:

- Excel Skills – Intermediate
- Word Skills – Intermediate
- PowerPoint Skills – Intermediate

Contact

Please send your CV and covering letter to careers.hwam@handelsbanken.co.uk