

## Job Description

<b>Job Title</b>	Depositary Services Executive
<b>Reports to</b>	Senior Depositary Executive
<b>Business Area</b>	Depositary Services
<b>Operating Company</b>	NCM Depositary Services Limited
<b>Job Location</b>	Edinburgh

### Job Summary

NCM is an owner managed business that offers a suite of services for fund managers investing into unlisted assets (predominately property and private equity). NCM has c.50 employees across all areas of the business and with a year on year growing turnover, the group has grown extremely rapidly and has a pipeline that will fuel further growth.

NCM Depositary Services is part of the NCM group and is looking to expand the team to service their growing client base. They are looking for an enthusiastic and conscientious individual who will deliver an excellent level of service to their clients. The successful candidate will be working closely with all members of the depositary services team and enjoy the challenge of a constant learning environment.

### Depositary Function

The Alternative Investment Managers Fund Directive (**AIFMD**) requires that a fund manager (**AIFM**) managing assets in excess of certain limits must appoint a depositary in respect of each Alternative Investment Fund (**AIF**) it manages.

Our core function as depositary is to act as an independent third party to protect investors in an AIF. This can be broken down into three main areas:

- monitoring of the AIF's cash flows;
- verification of the AIF's ownership of assets (and safekeeping where required);
- general oversight of compliance by the AIFM and the AIF with AIFMD.

We must act honestly, fairly, and independently.

### Key job Deliverables/Responsibilities

- Monitoring bank accounts and identify inconsistent movements;
- Monitoring investor subscriptions/drawdowns and distributions;
- Reviewing legal documentation to verify the asset ownership;
- Updating and reconciliation of investor and asset registers;
- Reviewing investor communication including periodic investor reports;
- Reviewing elements of a fund's valuation;
- Liaising internally, and with clients and their administrators;
- Prepare client reporting;
- Preparing for and participating as necessary with client meetings;
- Assisting with developing internal processes.

## Skills and Experience

- Proficient in Microsoft Word and Excel;
- Organised and good attention to detail;
- Able to interrogate information from multiple data sources, identify and escalate key issues;
- Comfortable working with numbers;
- Comfortable with communicating with clients in a professional manner;
- Effective communicator and team player;
- Enthusiasm to learn and confidence to deal with all levels of seniority;
- Experience of fund structures beneficial but not essential.