
Job Title: Senior Fund Services Executive
(f/t)

Business Area: Finance & Administration

Reports to: Sukhjit Dhaliwal -
Associate Director

Operating Company: NCM Fund Services Ltd

1. Key Job Deliverables/Responsibilities:

Fund administration

- Experience of overseeing and dealing with investor queries
- Creating and maintaining investor registers (including dealing with transfers and deaths)
- Compiling and issuing investor correspondence including tax information, investor updates, drawdowns and distributions
- Reviewing legal docs to ensure information provided to investors is as required
- Knowledge and practical experience of fund structures
- Experience of dealing with investor onboarding, capital calls and drawdowns

Compliance

- Practical experience of undertaking KYC checks on clients/investors including reviewing requirements as per money laundering regulations 2017, undertaking risk assessment and liaising with investors to obtain required information.
- Day to day CRS/FATCA experience
- Ability to undertake CRS/FATCA filings including obtaining relevant information from clients/investors, analysing data and making required submission on online IRS/HMRC portal.
- Keeping up to date in any changes in CRS/FATCA regulation and rolling this out to wider team.

Skills and experience

- Ability to manage a team and report back to manager on performance etc
- Proficient in word and excel
- Workflow management
- Able to create reports using information from multiple data sources
- Proficient and comfortable working with numbers
- Effective communicator and team player
- Self-motivated and organised
- Good time management skills/work well under pressure and ability to prioritise
- Experience in working in a busy office environment

Apply with CV to info@ncmfundservices.com
