Representative, Trustee & Depositary

The Depositary function is a specialist provider of fiduciary services to UCITS, Non-UCITS and AIFMD Fund Structures. The core responsibility of the Depositary is to act solely in the interest of the investor, to hold in safekeeping the assets of the investment funds and provide oversight on the activities of the scheme.

Daily tasks:

Ensuring that:

- cash reconciliations are completed and exceptions validated.
- Cash Monitoring exceptions have been annotated correctly.
- all Record Keeping and Ownership Verification has been completed to Stage 1.
- Provide all of the above output to on-site jurisdictions on a timely basis throughout the day.
- Work with your Supervisor to ensure all MIS is produced accurately and timely.
- Complete all daily tasks on the Workflow Scheduler.

We are looking for candidates who have:

- Bachelor's/Master's degree preferably in business/legal related discipline however we are welcome to see applications from all fields of studies as we provide an extensive training
- Self-motivation and the ability to work independently and as part of a team
- Communication skills
- Ability to assist in,and implement, the planning of work
- High level of accuracy and professionalism
- Self-motivation with the ability to work independently and as part of a team.

Our offer for you:

- Excellent opportunities for training, growth and professional development,
- Mentoring and job shadowing programs,
- A multitude of opportunities to get involved in additional charity projects and engagement groups (mountain trips, football team etc.),
- Language training course,
- Employee Referral Program,
- Health Promotion: Wellbeing and Innovation Centre, Wellbeing programs.
- Full time contract of employment,
- Competitive salary,
- Health & Life Insurance,
- Private medical care,
- Multisport card / Cinema Tickets
- Pension scheme,
- Location: Wroclaw, ul. Sucha 2

How to apply:

Please visit our Career Website and apply for: https://jobs.bnymellon.com/jobs/2001032?lang=en-us