

Fund Accounting Assistant Manager

May 2023

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 1,000 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. We are seeking to recruit a fund accounting professional in the role of an assistant manager to join our rapidly expanding 70-person-strong Malta office, which offers excellent career growth opportunities in an internationally focused environment. Client focused and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The successful candidate will be responsible for assisting with the management of the fund administration team, including task delegation, monitoring subordinates closely and ensuring delivery of work in a timely manner by all team members within their portfolio.

Duties

- Assist in pre-launch phase of new client fund vehicles; launching of new fund and reviewing operational procedure
- Ensure necessary controls are in place and adhered to, providing complete, accurate and timely fund administration services to our clients
- Review and ensure accuracy of NAV valuation of client funds
- Monitor accuracy of fund expenses (management fee, performance fee, etc.)
- Review funds' share registry dealing orders and ensure all are processed with high accuracy and in a timely manner
- Liaise with auditors; prepare and review annual financial statements
- Ensure all regulatory reporting is submitted in a timely manner
- Monitor administration fee payments and chase debtors

Qualifications and Skills

- A degree in accountancy, an ACCA qualification, or a degree in banking and finance
- A minimum of five (5) years' experience in fund administration, two (2) of them in a supervisory role
- Knowledge of IFRS and other accounting standards
- Excellent communication, interpersonal and problem-solving skills

- Flexibility, and ability to multi-task and prioritise to deliver on time
- Proficient in the use of Microsoft Excel and Word
- Excellent administrative and business support skills, with the ability to work calmly under pressure
- Ability to take initiative and handle increasing responsibility over time
- Knowledge of PFS Paxus will be considered an asset

Training

On-the-job training will be provided.

Remuneration

- Salary commensurate with experience and qualifications
- The successful candidate will benefit from an excellent career growth opportunity working with a multi-jurisdictional player in the financial services sector

Applications

Applications will be treated in the strictest of confidence and should include a full C.V. Please submit applications by email to the hiring manager at careersmalta@tridenttrust.com.