

STATE STREET BANK POLAND IS HIRING A FUND EXPENSE ADMINISTRATOR, ASSOCIATE 1
FOR PERMANENT UNDEFINED.

Date : 24/07/2017

Job reference : 164238-20811059

Type of contract : Permanent

Localisation : Krakow 30001, PL

Contract duration : Undefined

Level of studies : Bachelor's Degree

Years of experience : 6 months - 1 year

Company description :

Across the globe, institutional investors rely on us to help them manage risk, respond to challenges, and drive performance and profitability. We keep our clients at the heart of everything we do, and smart, engaged employees are essential to our continued success.

Our promise to maintain an environment where every employee feels valued and able to meet their full potential infuses our company values. It's also part of our commitment to inclusion, development and engagement, and corporate social responsibility. You'll have tools to help balance your professional and personal life, paid volunteer days, and access to employee networks that help you stay connected to what matters to you. Join us.

Job description :

Purpose of Role:

Fund Expense Administrator is responsible for processing the fund expenses and all associated tasks, including collecting authorization, VAT calculations, expense allocation to the sub-funds, payments, reconciliation and reporting. He or she must ensure all invoices are processed in a timely manner and according to the standards and procedures set forth

Required profile :

Specific Qualifications:

Numeracy / literacy skills.

Accuracy and ability to work with deadlines.

Pc literate and competent in use of spreadsheets and word processing.

Basic understanding of fund administration would be useful but not essential.

Very good english knowledge (b2 or higher)

Critical behaviors for success as defined by the ppr system at core level:

Takes ownership and initiative

Ensures accuracy and quality

Provides outstanding service

Communicates effectively

Displays insight influence

Fosters collaboration and teamwork

Level of Education:

Accountancy or business related degree (preferred)

Previous Level of Experience:

Fund administration\accounts payable\scanning experience preferred but not essential

To apply: <https://apply.multiposting.fr/jobs/6310/20811059>