Location: Dundalk

Department: European Close Funds Team.

Position: Vice President

Reporting to: Executive Vice President, Funds Services - Operations

Responsible for: Assistant Vice Presidents
Supervisors
Senior Administrators and Fund Administrators

Role Overview:

The Vice President of the US Shift Team will actively contribute to the quality control process to ensure that SMT Fund Services are working towards a “zero error” environment. The Vice President is also responsible for coordinating and implementing change within the department to enhance and evolve the department. The Vice President must also be involved in all aspects of the companies overall goals and strategy. The US Shift team is a cradle-to-grave environment where all functions of trade capture, corporate action, pricing, reconciliations, fund accounting and client reporting, transfer agency processing are performed within the team.

Overall Responsibilities:

- Coordination and management of the workload for the Shift to ensure that all NAV’s are calculated in an accurate and timely fashion, and to plan for the introduction of new business.
- Coordinate daily team meetings to discuss current workload and planning for each days production requirements.
- Act as an escalation point for the team for all issues, and provision of guidance and troubleshooting for client/team issues.
- Regular department and inter shift meetings to ensure the smooth flow of information where the US Shift is required to be involved, and to ensure cross shift functions are performed in full.
- Coordination of semi-annual performance reviews for all direct reports and also conducting informal reviews as dictated by HR.
- Identification of knowledge gaps within the team and coordinating suitable training plans.
- Co-ordinate recruitment of staff and their assimilation into the team.
- Standardisation of all processes where possible within the department.
- Ensure that all procedures are up to date and being adopted by all team members. Implement regular reviews of each funds deliverables to ensure adherence to procedures at all times.
- Main point of contact for assigned client queries and maintaining the client relationship.
- Maintaining fund documentation and client agreements in relation to any exceptions and departmental changes to processes, procedures and controls.
- Identify system limitations, suggest methods and/or implement changes to overcome them.
- Assist in planning and coordination of system development and testing.
- On call as required
Competencies and Traits required:

- At least 8 years fund industry knowledge, including knowledge of Hedge funds, with a thorough working knowledge of all fund servicing functions (Nav/IMC/SHS)
- A third level Business/Finance related qualification
- Proven ability to demonstrate excellent people management skills
- Good interpersonal and motivational skills
- Display a high level of communication skills with an ability to quickly adapt to a close team-working ethic
- An ability to communicate effectively with all staff internally and with clients, demonstrating a focus on customer service
- Be identified as a leader and a role model by the team, and confident in taking decisions and guiding staff
- Ability to motivate staff to achieve team, department and company goals
- Must show strong leadership skills by demonstrating to staff commitment to the company’s goals
- A willingness to take ownership of problems and resolve
- Display a keen sense of attention to detail
- Highly organised and effective, and able to work to tight deadlines
- Be client and solution focused in understanding their, and the companies, needs and requirements
- Ability to manage client relationships
- Experience of working with a wide variety of financial instruments.
- Extensive Fund Administration experience, to include detailed knowledge of all security types and performance fee methodologies
- Ability to review Fund Documents
- Up to date with current market developments – regulatory and economic
- Good all round accounting and system skills

Key Result Areas:

- Quality of work being carried out by themselves and their team
- Accuracy and timeliness of all duties
- Ability to work with, lead, and motivate colleagues
- Attitude to the work in hand
- Motivation towards broadening knowledge