

CACEIS BANK, IRELAND BRANCH

| | |
|--------------------|--|
| 1. | General Information: |
| Job Title: | Depositary Control Analyst - Intern |
| Reports to: | Supervisor – Depositary Services |
| Department: | Depositary Services |
| Company: | CACEIS - a dynamic and progressive member of the Crédit Agricole Group - is one of the world's leading asset servicing providers to institutional and corporate clients. CACEIS has over 90 employees in Ireland and 4,500 worldwide, in cities such as Paris, Luxembourg, Amsterdam, Madrid, Munich, London, Hong Kong and Toronto. CACEIS Bank, Ireland Branch ("the Branch") acts as depositary and custodian to collective investment schemes and CACEIS Ireland Limited ("the Company"), provides fund administration and related services to Irish and non-Irish domiciled funds and companies. |
| Contract: | 12 Months – Internship commencing in August 2022 |
| To Apply: | If you are interested in applying for this role, please send a cover letter and your CV at: recruitment@caceis.com |
| 2. | Job Objectives: |
| | <ul style="list-style-type: none"> • Act as depositary to Irish regulated funds in accordance with Central Bank AIFMD/UCITS Regulations (the "Regulations"), Guidance Notes and fund documentation: act independently and solely in the interest of the shareholder(s), to hold in safekeeping the assets of the investment funds and provide fiduciary oversight relating to the management and valuation of schemes and their underlying transactions. • The primary function of the depositary in CACEIS Dublin Branch is to review the management and operation of investment funds/structures to ensure that they are being managed in accordance with the Regulations. |
| 3. | Key Duties and Responsibilities: |
| | <ul style="list-style-type: none"> • Review funds investment compliance, within department defined timelines, to ensure that they comply with the Regulations and the fund documentation. • Review fund valuations, within department defined timelines, to ensure they have been completed accurately and in accordance with the Regulations and the fund documentation. • Review shareholder trade processing and relevant KYC/AML supporting documentation. • Perform daily cash monitoring checks. • Perform periodic reconciliations (stock, cash, units) |

| | |
|-----------|---|
| | <ul style="list-style-type: none"> • Attend meetings within CACEIS Group conducted in French and prepare minutes from the meeting in English for circulation to Depository Management. • Assist in performance of on-site due diligence visits of the Administrator. • Assist in the preparation of depository reports for presentation at board meetings. • Assist with the preparation of fund audit confirmations • Identify, investigate and resolve issues in a prompt manner to Management • Assist management with the collation of data for Key Performance Indicators. • Periodically provide phone lunch cover for the Receptionist. |
| 4. | Job Attributes: |
| | Job Knowledge / Technical Skills / Qualifications |
| | <ul style="list-style-type: none"> • Previous experience within an office environment desirable but not a requirement. • Effective PC literacy including Microsoft Excel. • Third level business / legal undergraduate or equivalent course of study. • Fluent French speaking skills |
| | Personal Skills |
| | <ul style="list-style-type: none"> • Good Client Service ethic. • Attention to detail and good analytical skills required. • Good communication skills, both oral and written • Proactive, focused attitude towards work and an ability to consistently meet deadlines. • Excellent communication skills |
| 5. | Key Relationships: |
| | <p>Internal: Administrators (Fund Accounting and Investor Services), Global Sub-Custodian and CACEIS Group .</p> <p>External: Clients, Prime Brokers, Clearing Brokers.</p> |