

## Fund Accountant

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Company: HedgeServ Ltd

Location: Kraków

Category: business-and-financial-operations

HedgeServ is a leading global fund administrator with more than \$ billion in assets under administration across all investment vehicles including Hedge Funds, Private Equity Funds, UCITS, Hybrid Credit Managers, Funds of Funds and Managed Account Platforms. We optimize our clients' experience using unique proprietary technology coupled with robotic process automation, intuitive digital programs powered by machine learning, and enhanced by an extensive proprietary transaction data set. HedgeServ's entrepreneurial and innovative spirit cultivates a productive and agile environment enabling its team to anticipate clients' needs and consistently deliver solutions in real time. Led by the most experienced team of industry experts, HedgeServ with 1,+ professionals around the globe expertly provides customizable solutions for their clients' risk, portfolio management, middle office, investor relations, accounting, regulatory, compliance, and tax services. Since its inception in , HedgeServ has received numerous accolades, including Top Overall Administrator and #1 rankings for Fund Accounting, Reporting & Reporting Technology, Client Service, Investor Services, Alternative Fund Expertise, and Regulatory Expertise.

HedgeServ is a progressive company with continuously evolving ways of working to ensure a future-focused mindset. Our employees benefit from a robust career development framework and clear learning paths which outline career trajectory, training and progression plans. HedgeServ supports employees through a variety of offerings, including remote and hybrid working arrangements, and fully paid comprehensive health and well-being benefits.

HedgeServ was recognized as a Next Gen employer by RippleMatch on its list of top workplaces for Generation Z for . HedgeServ operates 13 offices in the United States, Grand Cayman,

Ireland, Poland, Bulgaria, Luxembourg, Philippines and Australia.

### **Job Description**

A Fund Accountant will be required to execute the following tasks within the fund accounting or NAV department. They shall be executed within the guidelines and procedures provided by HedgeServ and under the supervision and guidance of a Fund Accounting Supervisor and Fund Accounting Manager. Reconciliation, trade capture, processing corporate actions and pricing are an integral part of the Fund Accountant's role. They will be required to perform these core tasks accurately and in a timely and efficient manner. Every Fund Accountant will receive the requisite Induction Training in addition to both compulsory training (AML/KYC) and optional training. Additional, client-specific training will be provided by the NAV Supervisor.

### **Key Responsibilities:**

The below list is not finite and may be added to. The combination of tasks required to be executed will vary depending on both client structure, client requirements and business needs.

Assist in the production of daily, weekly and monthly NAV, ensuring completion of specified tasks per NAV checklists

Perform cash, position and market value reconciliations between HedgeServ, brokers and clients

Identify and investigate break items on reconciliations in a timely manner

Escalate fund accounting issues and aged items to the Fund Accounting Supervisor

Ensure all positions are priced correctly

Verify corporate actions to ensure accurate processing

Prepare daily profit and loss reports and review for reasonableness

Calculate and process income and expense accruals including fee calculations and trading accruals

Comply with HedgeServ's defined checklists, procedures and controls

Assist in the audit process if required

Attend and participate in team meetings

Converse and liaise with internal service departments to resolve miscellaneous fund issues.

Ensure pre agreed internal and external deadlines are met consistently

HedgeServ operates a client focused structure which provides a wide-range of experience to all levels of employee.

As such a Fund Accountant should be flexible and willing to adapt

### **Our requirements:**

Accounting, Finance, Legal or Business Degree

Experience in a similar role within the funds industry – 6 months + ideally

Intention to actively pursue a professional accounting qualification (ACCA, CIMA, CPA, ACA) is not required but would be an advantage.

IT Literate

Strong English verbal and written communication skills

Strong analytical and problem-solving skills

Strong attention to detail and well organized

Ability to work under pressure and to tight deadlines

Ability to be flexible and work effectively both within a team structure and independently

Strong inter-personal skills

Good initiative tempered with identifying when escalation is required.

Reliable, dependable and committed

Take ownership of designated tasks

Act as a role model for HedgeServ

### **What we offer:**

Premium Health Insurance

Life Insurance

Sports Club Membership

My Benefit – Cafeteria System

Competitive Salary

Active Sports and Social Committee

Professional environment with great development opportunities

Training and development in a wide variety of areas to ensure staff are constantly developing and progressing their skills

Tuition policy with study leave and generous payment of all related fees

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