

## Junior Depository Officer

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Company: TMF Group

Location: Poland

Category: business-and-financial-operations

**We never ask for payment as part of our selection process, and we always contact candidates via our corporate accounts and platforms. If you are approached for payment, this is likely to be fraudulent. Please check to see whether the role you are interested in is posted on our career website.**

### About TMF Group

TMF Group is a leading provider of employee, financial and legal administration services, helping clients invest and operate safely around the world. Our 10,000 experts in 125 offices across 86 jurisdictions worldwide serve corporates, financial institutions, asset managers, private clients and family offices, providing the combination of accounting, tax, payroll, fund administration, compliance and entity management services essential to global business success.

We have been present in Poland for over 20 years, helping our clients from offices in Warsaw and Katowice, where more than 700 people already work.

Katowice is also the location for our new structure - the Regional Delivery Center, whose task is to serve the European markets of our clients, companies from the Fortune 500 and FTSE 100 rankings. As part of the structures, we are looking for specialists in the field of international accounting & tax, human resources and payroll, and global entity management. We also build teams that will be responsible for handling international funds and supporting internal financial processes of the TMF Group.

At this role you will have possibility to work remotely or hybrid from the office in Katowice.

### Key responsibilities

Performing daily, monthly, quarterly and ad-hoc checks, based on established depositary control and fund administration oversight checklists and control procedures.

Performing Cash Flow monitoring.

Follow up of the Alternative Fund transactions and ensure to receive all the mandatory documentation in time.

Prepare Fund Investor Transaction checklist.

Liaising with other team in TMF Luxembourg.

Review of received documentation

Prepare periodical reports for other team members.

Exchange information with the rest of the team

Ensure that the Depositary Clients files are updated for Cash Flow Monitoring and Fund Investor Transactions.

### **Key Requirements**

Bachelor's or Master's degree, preferably in Economics, Finance, Accounting, Business or Law;

Ability to demonstrate strong analytical and financial analysis skills;

Fluency in English;

Working well in team environment and independently;

Good communication and organizational skills;

Attention to detail and ability to prioritize.

### **Working at TMF Group offers**

Convenient central location of the office

Stable employment

Flexi-time and remote working

An international and dynamic environment

Private medical care

Life insurance

Co-financing for the Multifeteria program (e.g. Multisport card)

Access to a language platform with 12 different languages to learn

Exceptional people and atmosphere

Christmas and occasional gifts

Co-financing of holidays

Opportunity to take part in charity projects

Well-being platform.

**\* Please note, we'll contact selected Candidates only.**

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