

# Vacancy

## Junior Fund Accounting and TA Oversight Analyst – Investment20/20

**KAMES**  
CAPITAL

Kames Capital has an excellent opportunity for a school leaver to gain an introduction to the Asset Management Industry by joining our Client Support Oversight team as a Junior Fund Accounting and Transfer Agency (TA) Oversight Analyst. The role is part of Kames Capital's Investment20/20 programme which is an organisation created to make the industry more accessible to school leavers.

The successful candidate will gain first hand insight into the industry while making a real contribution to the success of the business.

This is a one year fixed term contract. The role purpose is to provide service support to our Client Support Oversight team who are responsible for the oversight of suppliers providing critical outsourced services across the UK and Europe. This includes Fund Accounting and Taxation, Transfer Agency and Client Asset Protection.

The role is based in our Edinburgh offices with competitive salary. Start date: February/March 2019

The Investment20/20 Training Programme includes:

- Induction training
- A programme of events throughout your contract at one of the member firm's offices
- Opportunity to start a foundation qualification with the Chartered Institute of Securities and Investment (CISI)
- Regular feedback from your HR and/or line manager
- Access to Investment20/20 on line resources including training and careers information

More information on Investment20/20 can be found at [www.investment2020.org.uk](http://www.investment2020.org.uk)

### Key responsibilities

Provide a range of support activities to assist a team of 10 Client Support Oversight analysts whilst gaining insight into the operational workings of an investment management company. Training and coaching will be given and key activities will include:

- **Fund Accounting and Tax oversight** – review of daily fund accounting reports for accuracy and completeness; attendance at weekly and monthly service review meetings with outsourced suppliers.
- **Transfer Agency oversight** – analysis of weekly management information and key performance indicators provided by the outsourced transfer agents; attendance at weekly and monthly service review meetings with outsourced suppliers.
- **CASS compliance** – gain an understanding of the UK's regulatory rules around Client Asset Protection; assist with the daily CASS reconciliations and the monthly regulatory report which required to be submitted to the UK regulator.
- **Robotic process automation** – the team is at the forefront of innovation within the organisation and will be embarking on a programme of robotic process automation (RPA) during 2019 in order to improve the efficiency of manual processes. The successful candidate will receive training on how to build automated process using a powerful new IT tool.
- **Data analytics** – assist in the implementation of a new reporting tool for fund accounting purposes.
- **Invoicing** – support in the review and processing of invoices on behalf of the company and various investment vehicles, ensuring payments are made in accordance with the internal authorisations framework.

In addition to the duties and responsibilities listed, the job holder may be required to perform other duties assigned by his/her manager from time to time so long as such duties are within the scope and ability of the job holder.

This is an excellent opportunity to understand the whole value chain in the investment management industry and would particularly suit someone interested in a future career in finance / accountancy.

### Skills and experience

- Excellent communication & interpersonal skills are required and a keen ability to learn and has the ability to work as part of a team.
- Confident, self-assured, assertive and friendly.
- Adaptable and achievement orientated.
- High level of numeracy
- Good knowledge of MS Office, particularly Excel.
- National 5s A-C and ideally a minimum of 3 Highers or equivalent, including maths.

## **Applying**

Applicants should apply with a CV and covering letter with a short personal statement using the link below:

**External** - [https://transamerica.wd5.myworkdayjobs.com/AUK\\_JobSite/job/GBR-Edinburgh-Lochside-Crescent/AAM-Junior-Fund-Accounting-and-TA-Oversight-Analyst---Investment-2020\\_R20020080](https://transamerica.wd5.myworkdayjobs.com/AUK_JobSite/job/GBR-Edinburgh-Lochside-Crescent/AAM-Junior-Fund-Accounting-and-TA-Oversight-Analyst---Investment-2020_R20020080)