

United Arab Emirates Jobs Expertini®

Account Manager - Transfer Agency

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Company: Apex Group

Location: dubai

Category: other-general

Account Manager – Transfer Agency
Role Location: United Arab Emirates, Dubai
Employment Type: Permanent
Our Services: Investor Due Diligence: AML screening to ensure investor compliance with money laundering
All Investor Types Considered (individual, nominee, entities, trusts, partnerships etc.)
Collection and Identification of Beneficial Owners and Shareholders
Upfront and ongoing screening of investor and associated parties (UBOs, directors, trustees etc.)
PEP identification and Reporting
Registration and Static Data: Maintain Investor Registers, including all static data such as address, emails, PEP, investor risk classification and tracking of KYC renewal date under Continuous Monitoring Program.
Distribute Investor Communications/ mailings via manual email, portal or system generated
Dealing & Cash: Receive and Process Subscriptions, Redemptions, Transfers, and Switches
Approve bank information for wires
Match money received to money in the bank
Reconciliations: Reconcile money movements related to subscriptions, redemptions, switches and distribution
Investigate reconciliation breaks
Chase for missing monies related to partial or unsettled payments
Ensure custodians/ distributors are all reconciled by the end of each month
Reporting: Client Reporting via e-mail or system generated or Portal (PFS Paxus, Apex Connect, E-front, Investment Café)
Fund Manager reporting: missing docs, AML status of investors, estimated/confirmed cash flows
Investor Reporting: NAV statements, Contract notes confirmation subscription/ redemption, Capital Calls, Dividend distribution notices or any other communication requested by Board of Directors/ Investment Managers
Custodian/ distributor reporting: Fund settle CNs, access to accounts for ClearStream, Allfunds and more
Family Office reporting: Updating FO investor accounts
Tax,

FATCA/CRS:Collection of relevant FATCA/CRS formsTIN and GIIN verificationTax declaration collectionDefining tax status of every investor in systemThe Role & Key Responsibilities: Working individually and as part of a team to cover an assigned set of funds as a knowledgeable and professional point of contact for fund investors, fund managers and internal teams regarding fund documentation, investor registries and AML/KYC processing.Possess good understanding and knowledge of AML/KYC laws and guidelines set out by appropriate MENA Regulators, CIMA and Apex AML Policies (If it's an internal hire) and adhere to these established policies, procedure and controlsKnowledge of Bermuda and BVI AML/KYC laws will be an added advantageShould have knowledge of the all the Transfer Agency functions including AML/KYC and investor onboarding, Share Registry Dealings, Metrosoft screening, Payments, FATCA/CRS filings etc.Should coordinate with the appropriate operations and CRM teams involved in order to ensure tasks are completed Possess a basic Understanding of Fund structures - share classes vs. series and understand the NAV per share so as to enable publishing the correct prices to various pricing vendors such as Bloomberg, Refinitiv, Morning Star etc. Basic understanding of accounting related to subscriptions, redemptions, distributions and ensure investor communications are released in line with procedures and deadlines are metEstablish a good relationship with FA teams and establish the workflow/procedures to ensure the FA team is updated at all times in relation to any TA activity to be included in the NAVResponsible for Fund audits in relation to any TA related PBC requirements Have a good command on the English language and possess good written and communication skills. Understanding of Arabic (written and speaking) will be an added advantage. Possess good email etiquettes as the candidate will be communicating with the investors and clientsConfident in communicating with investors and handle any situations that arise in line with Apex's policiesShould be able to read and understand and provide comments on the TA related aspects in a Funds PPM including coordinating with the Corporate Secretary for any waivers, Board Resolutions required in relation to any TA activity.Maintain knowledge of assigned funds, fund timelines, deal documentation and related processes.Understand workflows and organize responsibilities and priorities to meet and manage deadlines with exceptional attention to detail and follow through.Participate in special projects as assigned, including automation efforts, enhanced controls, system testing and client research.Skills Required:5-7 years of experience with a minimum of 3 years' experience in Transfer Agency role Minimum of 2 years of experience at team leader/managerial role (for AVP role)What you

will get in return: A high level of visibility within a large organisation on an upwards trajectory. The ability to define marketing processes to drive innovation and have a tangible impact on the business. Be part of a dynamic and fast-paced team that makes a genuine impact on revenue and sales pipeline. Exposure to all aspects of the business, cross-jurisdiction and to working with senior management directly. Opportunity to work with a diverse, agile and global marketing team. The opportunity to innovate, bring discipline to brand activity and really make a difference.

Additional information: We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependants, physical or mental disability. Any hiring decision are made on the basis of skills, qualifications and experiences. We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society and the planet. For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>

If you are looking to take that next step in your career and are ready to work for a high performing organisation, alongside talented people who take pride in delivering great results, please submit your application (with your CV, cover letter and salary's expectations) to our dedicated email address: UKRecruitment@apexfs.com. #LI-NS1 #J-18808-Ljbffr

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