



## **APEX FUND SERVICES (BULGARIA) IS CURRENTLY HIRING**

### **Junior Fund Administration Operator - Transfer Agency**

**Corporate title:** Associate - Level 1

**Location:** Sofia, Bulgaria

#### **About Apex**

The Apex Group is a global financial services provider with 3,000 staff across 40+ offices globally. We look to recruit bright, articulate and numerate employees who are not afraid of a challenge and are prepared to work hard and love what they do.

Every employee plays a part in making Apex who we are today and the more that we grow, the more important that becomes. Whatever your career path or specialism Apex provides a global platform to allow you to thrive.

#### **The Role:**

The Junior Fund Administrator Operator - Transfer Agency is responsible for maintaining the shareholder register and completing first level checks and reviews required for all transfer agency tasks. This includes processing orders from booking stage to the final NAV stages, making payments to both investors and Prime Brokers, liaising with investors, clients and internally, completing anti- money laundering checks on Investors, reconciliation of fund accounts and additional ad hoc duties. The Junior Fund Administrator Operator - Transfer Agency would be responsible for the day-to-day duties and are the first point of contact for all investors and clients.

The Associate must ensure adherence to Internal Transfer Agency procedures in addition to both internal and Regulatory AML requirements at all times.

#### **Key duties and responsibilities**

- Day to day administration of Funds' documents (A-Z of Transfer Agency fund activities);
- Assists in providing a high level of service to both clients and Investors;
- Monitor fund bank accounts and ensure cash reconciliations are up to date (bank reconciliation);
- Process subscriptions and redemptions in accordance with Fund Prospectus;
- Wire preparation and processing;
- Adherence to client service level agreements;
- Adherence to Apex's policies and procedures;
- Develop a thorough understanding of the Transfer Agency systems and banking systems;
- Work as part of a local and global team;
- Investor registration;
- Participation in and potential ownership of ad hoc projects;
- Reports to Assistant Vice President – Transfer Agency.

#### **Experience and skills**

- University degree in Economics;
- Proficiency in English language;
- Time management;
- Organisational skills;
- Strong communication skills (written & verbal);
- Ability to multi task;
- Attention to detail;
- Appropriate risk awareness & effective escalation;
- Ability to self-motivate and work as part of a team;
- Ability to take on board constructive feedback;
- Flexible in dealing with changing priorities;
- Strong MS Office knowledge
- Experience in investors services or legal office is an advantage.



**What you will get in return:**

- A genuinely unique opportunity to be part of an expanding large global business;
- Exposure to all aspects of the business, cross-jurisdiction and to working with senior management directly;
- Work for a fast developing and one of the world leading independent fund administrators;
- Opportunities for professional development;
- Competitive remuneration package including various benefits;
- Positive and hospitable work environment;
- Office location on communicative place at Sofia city center in modern office building;
- A genuinely unique opportunity to be part of an expanding large global business.

**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: [elina.otofe@apexfs.com](mailto:elina.otofe@apexfs.com)