



# BNY MELLON



## Client Services Delivery:

**Fund Accounting** - The team's service offering includes daily reconciliation of trades and cash positions, trade bookings, cash reporting. They assist in the completion of net asset values (NAVs) for client funds in accordance with BNY Mellon standard operating procedures. Additionally, they prepare cash and asset reconciliations and perform price tolerance checks.

**Expenses** – This role involves timely and accurate completion of Centralised Expense tasks within his/her team: from the initial preparation of the budget to the final processing of payments and adjustments in accordance with BNY Mellon standard procedures. Additionally, it requires monitoring daily expense movement and investigating any expense related cash breaks.

**Derivatives** - This role involves understanding & reviewing the terms of all derivatives contracts in order to accurately record these products on internal Accounting Systems. Monitor the lifecycle of the derivatives; ensuring rates are updated, cash settlements are reconciled to Custody and positions are reconciled to the Counterparty. It also involves investigating and resolving all derivative breaks and queries through communication with Custody, the Client, and the Counterparty.

**Eagle Conversion** - This role provides technical support to the client including investigation of issues, researching new functionality and responding to client's issues. They interact directly with clients, programmers, QA testers, business analysts, system analyst and managers; and assists with the implementation of new software releases, coordinating dates of delivery for test and production.

**Fund Operations (German Speakers)** – This role involves creation and delivery of daily standard client reporting, performing Fee Calculation, creation of Investment Committee Reporting and client Reporting with SAP Business Objects; and also ensuring that daily work flows, procedures and controls are effectively executed in a timely manner.

**Middle Office CSD** - The team offers a suite of services for alternative investment managers across Europe: trade execution and order management, trade confirmation processing, trade reconciliation and settlement, portfolio pricing, position and P&L valuation.

**Client Onboarding & Tax** - the team is responsible for the on-boarding of clients at BNY Mellon and ensuring the correct tax service and reporting is applied. The team is a central utility provider, servicing groups in Asset Servicing, Corporate Trust, Wealth Management, Broker Dealer Services, Depositary Receipts, Global Liquidity Services, Trade Operations, Loan Operations, Global Markets and Alternative Investment Services.

## What we are looking for?

We are requiring that perfect candidate will have strong English writing and speaking skills, computer literacy, high attention to detail, organisational and communication skills, interest in a career in financial services.

## How to Apply?

If you are interested to join BNY Mellon team, please complete a candidate profile online on [bnymellon.com/careers](https://bnymellon.com/careers) and send your CV to: [recruitment.wroclaw@bnymellon.com](mailto:recruitment.wroclaw@bnymellon.com).