



# BNY MELLON



## Alternative Investment Services:

**Hedge Fund Accounting** - this area of business focuses on preparing and calculating accurate Net Asset Values (NAVs) across all funds in accordance with BNY Mellon standard operating procedures, preparing cash and asset reconciliation's, providing services to all clients and ensuring that client concerns/requests are addressed as soon as possible and within an agreed timetable.

**Middle Office** - the team manages the entire process from trade entry through the settlement, ensuring that all trades are matched, settled and reconciled in a timely and efficient manner.

**Private Equity & Real Estate Team** - they provide a full suite of administrative services to support private equity funds and property management including specific set of funds, fund accounting, investor servicing, ensuring that NAV packs for private equity & real estate clients are prepared in line with company policy and procedure (German advanced).

**Transfer Agency** - the Investor Services department is responsible for the accurate processing and maintenance of partnership registers and documentation for the funds we administer.

**Trustee & Depositary** - the team is responsible for overseeing the fund manager's activities in relation to these funds. They are independent of the fund manager and acts in the interest of the funds.

## Business Partner Group:

**Compliance** - the compliance program is based on a partnership of business managers and control function personnel, and is intended to ensure that the company complies with relevant laws, regulations, market standards, and ethical norms. The team coordinates the submission of regular reports to local regulators, maintains relevant regulatory registers, coordinates the submission of relevant forms, as well as regulatory visits by the regulators, including the gathering of information requested by the regulator. Other functions include testing the controls of the business and other business partners, reviewing transactions for concerning activity or policy violations, as well as developing and conducting training.

**BK Science** - BNY Mellon has opened a strategic centre of excellence for quantitative and analytical work. BK Science provides best in class quantitative and analytical resource working alongside our businesses and functions across the globe and across the BNY Mellon offering, initially focusing on Risk Management.

## 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).