

AMBITIOUS? BRIGHT? RIGHT.

GAM is one of the world's leading independent, pure-play asset managers. We provide differentiated active investment solutions and products for institutions, financial intermediaries and private investors. Our core investment business is complemented by private labelling services, which include fund administration and other support services to third-party institutions. Together we share a common set of values rooted in teamwork, integrity, entrepreneurial flair and professional excellence.

Our employees are our most valuable asset. Being able to offer an attractive work environment where talented minds from various backgrounds are keen to work is key to the long-term success of our company. We firmly believe in the importance of maintaining the open culture of a small company, aiming to avoid bureaucracy and encouraging a flexible, accessible and hands-on working style across the Group. In turn, our people reward us with their loyalty.

Cash Management Administrator

Function:

Operations

Department:

Transfer Agency – Cash Management

Purpose

The Cash Management Department is responsible for the collection and payment of the subscription and redemption monies which are invested into GAM funds. There are five broad areas to the department, Debtors, Receipts, Payments, Treasury and Dividend Distribution.

Main Duties & Responsibilities

This position entails a variety of responsibilities which include:

- Multi-currency cash reconciliation's
- Monitoring foreign currency cash balances
- Generation of Management reports
- Credit Control
- Identifying and allocating of receipts into GAM collection accounts
- Working closely with UBS to ensure smooth running of the GAM/UBS Key Link shared accounts and payment system
- Reporting to senior management on outstanding items
- Maintaining and developing day to day relationships with clients

- Liaising with Bank of America regarding receipts, payments, and FX
- Prompt investigation and resolution of any outstanding issues
- Ensuring management of client money adheres to regulatory requirements

Qualification and Requirements

- Third level Accounting & Finance or Business/Economics qualification
- Previous fund administration experience
- Knowledge of Funds & Fund Industry
- Professional Certificate in Investment Fund Services an advantage

Personal Attributes

- Excellent communication skills
- Be self-motivated with a proven track record
- Pro-active professional approach to their work
- Attention to detail
- Ability to prioritise requests
- Be adaptable to change
- Be a team player
- Strong numerical skills
- PC Literate
- Ability to prioritise requests
- Ability to work to tight deadlines

Benefits

GAM offers a comprehensive range of benefits and performance-based compensation, along with a variety of lifestyle and family benefits to promote well-being in and out of the workplace. These benefits vary according to local market conditions. Please contact the local Human Resources team for further details.

Location:	Employing Company/ies:
Dublin	GAM Fund Management Limited
Reporting to:	Contract:
Assistant Manager – Cash Management	Permanent
Regulated Controlled Function:	
No	

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 Human Resources
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