

Team Lead, Senior Consultant, Investor Services, Hedge Fund Services

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Company: Northern Trust

Location: Israel

Category: other-general

About Northern Trust:

██████████ company, is a globally recognized, award-winning financial institution that has been in continuous operation since .

Northern Trust is proud to provide innovative financial services and guidance to the world's most successful individuals, families, and institutions by remaining true to our enduring principles of service, expertise, and integrity. With more than years of financial experience and over 22, partners, we serve the world's most sophisticated clients using leading technology and exceptional service.

Major Duties :

- 1 . Organizes the work of the team, assigns tasks, sets short-term priorities, monitors all activities and ensures timely and accurate completion of the work.
- 2 . Ensures accurate and timely processing of all capital activity transactions including subscriptions, redemptions, transfers and name changes.
- 3 . Ensures proper completion of subscription forms, with reference to requisite qualification requirements and monitoring the number of US and benefit plan investors.
- 4 . Reports capital activity to the fund manager in a prompt and efficient manner.
- 5 . Issues trade confirmation, statements and reports to investors and dealing with investor queries.

- 6 . Completes all appropriate AML, KYC and client verification checks.
- 7 . Issues and maintains a record of share registers, if applicable.
- 8 . Instructs redemption payments and maintains client subscription bank accounts.
- 9 . Identifies and manages investor problems/issues and participate in their resolution.
10. Assists in the underlying investor audits.
11. Operates independently; has in-depth knowledge of business unit / function.
12. As subject area expert, provides comprehensive, in-depth consulting and leadership to team and partners at a high technical level.
13. Carries out activities that are large in scope, cross-functional and technically difficult.
14. Role is balanced between high level operational execution and development, and execution of strategic direction of business function activities.
15. Conducts performance management and career development processes, and staffing and disciplinary actions.

Knowledge

Excellent oral and written communication skills are required

In-depth Functional / Industry Knowledge is required

Highly flexible and adaptable to change

Technical skills / systems knowledge (e.g. Peoplesoft) is required

Leadership and organizational skills are needed to prioritize assignments and provide feedback to staff.

Experience

University degree and/or relevant proven work experience is preferred.

Related Industry qualification (e.g. ACCA) is preferred.

Working with Us:

partner, greater achievements await. You will be part of a flexible and

collaborative work culture in an organization where financial strength and stability is an asset that emboldens us to explore new ideas.

Movement within the organization is encouraged, senior leaders are accessible, and you can take pride in working for a company committed to assisting the communities we serve! Join a workplace with a greater purpose.

We'd love to learn more about how your interests and experience could be a fit with one of the world's most admired and sustainable companies! Build your career with us and apply today.

Reasonable accommodation

Working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation for any part of the employment process, please email our HR Service Center at .

We hope you're excited about the role and the opportunity to work with us. We value an inclusive workplace and understand flexibility means different things to different people. Apply today and talk to us about your flexible working requirements and together we can achieve greater.

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