



SENIOR SHAREHOLDER SERVICES FINANCE CONSULTANT 6 MONTH CONTRACT

FIL Limited is the head office of Fidelity International which is one of the world's leading investment managers and operates across Europe, Asia, the Middle East, Africa and South America. Fidelity International offers world class investment solutions and retirement expertise. We are a privately owned, independent company, with the commitment and resources to provide the investment expertise, technology and service innovation needed to help our clients achieve their financial goals.

We are looking for an experienced and highly motivated individual to join our Shareholder Services Team responsible for FIL's corporate shareholder administration and reporting for a six month temporary role to develop and enhance a strong process and control environment following a significant corporate restructure.

The primary duties and responsibilities of the position are as follows but are not limited to:

- Expansion of and embedding processes and controls for shareholder transactional activity
- Establishment and implementation operationally of
 - Procedures documents for all transaction activity
 - Key financial reporting deliverables and develop control framework for financial information including reconciliations
 - Review processes for key transactional legal documents
- Ensuring process and controls meet internal standards, regulatory and legislative requirements
- Establishing service level agreements with internal legal and finance teams
- Developing shareholder reports for the quarterly board meetings and internal stock group
- Ensuring procedures and policies protect the integrity of all associated data
- As necessary providing oversight, processing and review of shareholder transactions, ensuring accuracy and necessary reporting

The successful candidate will ideally possess the following qualifications and skills:

- CA or ACA with 5 years post qualification experience including significant audit experience
- Significant experience in a fund administration environment
- Experience of understanding, interpreting and drafting legal agreements
- A strong background in Financial Services including at least 5 years' experience in a multi- currency environment processing large transactions with an excellent record of accuracy
- An excellent level of attention to detail, ensuring the accuracy of transactions and reports
- The flexibility and ability to manage multiple tasks in an environment where switching tasks to meet project demands and tight deadlines will be required
- The ability to work in a fast-paced, high-pressure environment
- A critical thinker with excellent analytical skills and the proven ability to work independently

FIL Limited is an equal opportunity employer and offers an attractive compensation package including a performance related bonus. If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please contact us about this opportunity prior to 31 December 2019.

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**AUSTRALIA AUSTRIA BELGIUM BERMUDA BRAZIL CHILE CHINA (INCLUDING HONG KONG)
FRANCE GERMANY INDIA IRELAND ITALY JAPAN KOREA LUXEMBOURG THE NETHERLANDS
POLAND SINGAPORE SPAIN SOUTH KOREA SWEDEN SWITZERLAND TAIWAN UNITED ARAB
EMIRATES AND THE UK**