

CIB - Investor Services - Private Equity Fund Services - Fund Administration Oversight Officer - Associate – Guernsey

About J.P. Morgan

J.P. Morgan is a leader in financial services, working in collaboration across the globe to deliver the best solutions and advice to meet our clients' needs, anywhere in the world. We operate in 150 countries, and hold leadership positions across our businesses. We have an exceptional team of employees who work hard to do the right thing for our clients and the firm, every day. This is why we are one of the most respected financial institutions in the world - and why we can offer you an outstanding career.

J.P. Morgan Private Equity and Real Estate Services (PERES) offers high quality outsourced administration and banking services to private equity firms and institutional investors. J.P. Morgan enables private equity managers and institutional investors to focus on building wealth - while we take care of all their administrative needs.

J.P. Morgan has the people, processes and technology to deliver a full suite of services. The Private Equity and Real Estate Services group has over 300 highly skilled professionals with decades of experience in private equity accounting and operations, and offices in New York, Dublin, Jersey (Channel Islands), Sydney, Guernsey (Channel Islands) and Luxembourg. J.P. Morgan has invested in a market-leading technology solution to be able to service clients in a secure, confidential environment with strong controls.

Channel Islands Business Overview

J.P. Morgan Private Equity and Real Estate Services in the Channel Islands is aligned with the firms' Corporate and Investment Banks Investors Services business. Investor Services in Guernsey provides Trustee, Depository, Global Custody, Administration, Transfer Agency and Management services to Channel Islands investment structures

Our Operating model involves outsourcing certain activities to JPMorgan Centres of Excellence locations in EMEA and the US. The provision of outsourced activities is provided under Service Level Agreements with the other JPMorgan entities. Oversight of activities outsourced is monitored and controlled locally.

Job Description and Key Responsibilities

The role involves the provision of oversight of the administration services covering open and closed-ended funds. The responsibilities of the role are varied and involve liaison with key stakeholders internally and externally to ensure the outsourced activities of the local Administrator are discharged in compliance with service level agreements, local regulatory guidance, rules and laws. Whilst the role is Guernsey based, support is also provided to our Jersey funds business.

The role has a functional reporting line into our Private Equity and Real Estate Services business with a Guernsey reporting line into the head of Fund Administration.

- Acting as key liaison for our clients and our funds board of directors through attendance and reporting at fund board meetings.
- Interaction with the accounting teams on an ongoing basis with detailed reviews on a quarterly basis.
- Detailed retrospective reviews covering an analytical review of the constituent parts of the Quarterly financial Statements following a defined program.
- Review of the net asset value (NAV) calculations for some funds on a daily basis, and more detailed reviews on a periodic basis, covering all aspects of the NAV production process.
- Identification and escalation of issues and monitoring through to resolution.

- Review of Transfer Agency and AML operations.
- Assist in review of Corporate Secretarial Operations.
- Attendance at operational oversight calls / meetings to discuss operational business activities and any service level concerns.
- Attendance and reporting at local governance committees and board meetings.
- Review and maintenance of policies, procedures and service level agreements.
- Conducting on-site due diligence reviews at our operational centres.

Qualifications/Skills/Required Experience

The suitable candidate will be organised with a strong sense of ownership and responsibility, will have the ability to lead meetings and work on their own initiative.

- Fund Administration and Accounting experience of closed –ended funds preferred.
- Knowledge of the Guernsey or equivalent regulatory environment preferred.
- ICSA Diploma in Offshore Finance and Administration, ACCA, ACA or working towards a relevant qualification, or relevant experience.
- Strong communication skills, both written and verbal.
- Must be a team player with the ability to network with co-workers but also have the ability to work independently and prioritise own workflows.

JPMorgan Chase & Co offers an exceptional benefits program and a highly competitive compensation package. JPMorgan is an Equal Opportunity Employer.

To apply : www.jpmorgan.com/careers - vacancy: 180011026 - CIB - Investor Services - Private Equity Fund Services - Fund Administration Oversight Officer - Associate – Guernsey