

# Junior Associate, Fund Administration (Entry Level/Trainee)

- Limassol, Cyprus
- Full-time

## Company Description

MUFG Investor Services provides asset servicing solutions to the global investment management industry. Leveraging the financial and intellectual capital of MUFG – one of the largest banks in the world with \$2.8 trillion in assets – we provide clients access to a range of leading solutions from fund administration, middle-office outsourcing, custody, foreign exchange, trustee services and depository to securities lending and other banking services.

With a diverse and dynamic network of offices across the globe, MUFG Investor Services provides challenging and rewarding careers. We achieve this by offering continuous learning and development, collaborative team work environment, promotion of work-life integration, and exposure to a wide variety of work.

Imagine your future at MUFG Investor Services where you can grow professionally, in a diverse and inclusive workplace that rewards your contribution.

## Job Description

Take the first step in a long and promising career gaining knowledge of a global dynamic industry. We are looking to build our Client Operations team in our new offices in Limassol, Cyprus.

**Please note that these roles are office-based roles in Limassol.**

This role will focus on the Financial Statement preparation as it is a key service we provide to our clients. This will provide the candidate with a great overview of the clients portfolio and strategy, and will allow for growth and success in a global team setting.

We are very supportive in successful candidates to progress in their career and with their professional qualifications.

- Develop technical skills and knowledge of financial reporting.
- Prepare all client financial and regulatory reporting deliverables and associated reports as required.
- Work with internal teams, such as Client Operations and Investor Operations etc., to ensure all internal and external deliverables are met.
- Build and maintain a strong relationship with clients, vendors and audit firms.
- Develop an understanding of the financial reporting environment.
- Ensure all processes are performed in accordance with operational procedures and controls and all relevant checklists are completed.
- Prepare financial statement workings and drafts.
- Respond to various stakeholder queries in a comprehensive and timely manner.

## Qualifications

- Degree in Accounting, Economics, Business or similar
- Strong computer skills with strengths in Microsoft Office products. Proficiency with Microsoft Excel/Word is advantageous.
- Basic understanding of fund administration industry.
- Basic knowledge/understanding of characteristics of various financial instruments such as equities, bonds, bank debt, derivatives.
- Broad understanding of fund administration industry.
- Good communication skills and strong attention to detail would be preferred

## **Additional information**

MUFG Investor Services provides all of its employees with an extremely attractive compensation package. In addition to base salary, there is a group medical insurance scheme, group pension scheme, reimbursement of professional subscriptions, paid holidays and assistance towards gym memberships.

We thank all candidates for applying; however, only those proceeding to the interview stage will be contacted. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process. All accommodation information provided will be treated as confidential and used only to provide an accessible candidate experience.

MUFG is an equal opportunity employer.

**Send your CV at: [talentacquisitioncyprus@mfsadmin.com](mailto:talentacquisitioncyprus@mfsadmin.com)**

**Or apply here: [MUFG Investor Services Fund Accountant | SmartRecruiters](#)**