

CACEIS is the asset servicing banking group of Crédit Agricole dedicated to institutional and corporate clients. Through offices across Europe, North America and Asia, CACEIS offers a broad range of services covering execution, clearing, depositary and custody, fund administration, middle office outsourcing, forex, securities lending, fund distribution support and issuer services.

With assets under custody of €2.5 trillion and assets under administration of €1.6 trillion, CACEIS is a European leader in asset servicing and one of the major players worldwide (figures as of 31 December 2016).

CACEIS wants to reinforce its Fonds Service Team and is looking for his/her new:

## **FUND ADMINISTRATION REAL ESTATE OFFICER (M/F)**

<i>Company:</i>	<b>CACEIS Investor Services, CACEIS Bank Germany Branch</b>
<i>Reference of the job offer:</i>	<b>Perspektiv2017-22432</b>
<i>Business type:</i>	<b>Corporate &amp; Investment Banking</b>
<i>Location:</i>	<b>Frankfurt, Germany</b>
<i>Contract type:</i>	<b>VIE Programme</b>
<i>Fixed-term contract:</i>	<b>24 months</b>
<i>Expected start date:</i>	<b>01/09/2017</b>
<i>Management position:</i>	<b>No</b>

### **JOB DESCRIPTION**

CACEIS Fonds Service GmbH is a fund administration for real estate asset manager which is a core business and a strategic growth area for CACEIS

Your main missions will be:

- Writing regulatory reporting for different clients (later on taking over this responsibility)
- Being involved by month end and year end closings
- Supporting the implementation of risk management
- Handling on-boarding of new clients
- Defining new processes and setup of new tools for processes optimization
- Taking over responsibilities for dedicated tasks in project (setup of new fund accounting system)

### **PROFILE**

- Minimal education level: Postgraduate degree – MA/MSc/PhD/Doctorate or equivalent
- Academic qualification: Business School, University
  - Speciality: Master degree in economics or finance
- Level of minimal experience: 0 – 2 years
  - Experience: Ideally a first experience in financial industry
- Required skills: Hard skills
  - Fund Accounting and Reporting skills
  - Project Management skills



- Good presentation skills
- Required skills: Soft skills
  - Team-player;
  - Stress resistance
- Technical skills required:
  - Good skills in Office applications
  - Deep knowledge in Excel
- Languages:
  - English: fluent
  - German: basic knowledge

## FURTHER INFORMATION

- *Contract:* V.I.E. (Volontariat International en Entreprise)

The VIE contract in short: According Business France's eligibility conditions, the Volontariat International en Entreprise (VIE) is an assignment in a French company operating overseas for professionals between the age of 18 and 28 who are European Union nationals.

## **IMPORTANT:**

**To apply, you need to meet the conditions mentioned above.** If not, your application will not be selected. If you are eligible, join your CV and a cover letter in English – and mention: your age and nationality. For further information about the eligibility conditions to this programme, we invite you to go to Business France website: [www.civiweb.com](http://www.civiweb.com).

- ⇒ Should you be interested in this position, please send your full application details using this link: <https://www.groupecreditagricole.jobs/Les-offres-du-groupe-credit-agricole-S.A/?offerId=22432&idOrigine=502&LCID=2057>

**Important:** Please mention the reference « **Perspektiv2017-22432** »

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For any question, please contact us using the details below:

