About the Company Powering the Financial World Businesses, communities and global economies rely on us because we prioritize client experience, collaboration, innovation and resilience. As the "bank of banks," our unique perspective, informed by one of the largest datasets in the world, powers the financial industry. At BNY Mellon, we understand the best way to succeed at anything is to Consider Everything BNY Mellon provides Investment management and Investment services that help individuals and institutions invest, conduct business and transact in markets all over the world. Headquartered in New York, BNY Mellon's 50,000 employees are located in 35 countries and serve more than 100 markets. As a leading Globally Significant Financial Institution, BNY Mellon has approximately $41.7 trillion in Assets under Custody (AuC) and administration, more than $2.2 trillion of assets under management. In addition, the company is the world's largest provider of Corporate Trust and Depositary Receipt services and a leading provider of Broker Dealer, Liquidity, Payment and Global Markets services. BNY Mellon has made an unwavering commitment to systemic resiliency and continued digitization. Our open and objective stance on technology and innovation means that we work to develop solutions that can help reduce friction and increase transparency throughout the investment lifecycle BNY Mellon is singularly focused on serving our clients, protecting them and the global markets in which they operate with world-class risk management and resiliency. We are using state of the art tools and technologies to build cutting-edge solutions that will take our clients and the industry into the future, transforming the way business is done today. We are looking for innovators, pathbreakers, unconventional minds who can challenge the norm, are not just excited about creating the vision, but equally passionate to bring that vision to life. If you are a go-getter, agile in your thinking and working, have the entrepreneurial instincts, love to work for a Fortune 500 companies and are ready to make a difference, then we have the right career opportunity for you!

Job Title: Fund Accounting, Financial Reporting – Asset Servicing.

Qualification: Qualified ICMA

Experience: Work experience in fund accounting, financial reporting, fund administration with experience in external client and audit interactions as part of financial statement finalization with Big 4 audit firms or administrators.

Role Summary: Preparation of financial statements as per standard operating procedures, ensuring compliance with regulatory and accounting standards as per SLA requirements. Process the review comments provided by leads and onshore counterparts.

Primary responsibilities include:

<u>Technical/Functional:</u>

- Preparation of annual and semi-annual financial statements (including work papers incorporated in fund calculations for complex funds/clients performance), NQs in accordance with GAAP and regulatory requirements like SEC, IRS for mutual funds and perform self-review to ensure the completeness and accuracy of disclosure in FS.
- Good understanding and knowledge in accounting principles & preparation of financial statements based on US GAAP (preferable) or IFRS.
- Participates in pre and post reporting cycle project initiatives and work-streams.

- Ensures financial reports meet clients and any applicable regulatory standards. Follows process changes needed to ensure compliance with any new standards.
- Support leads in developing and executing action plans for overall quality and production standards.
- Keeps him/herself constantly informed of regulatory, industry changes, and other developments and disseminate the information to the wider team.
- Effective use of reporting system like Eagle, InvestOne, Fund Suite SX, Report Builder, ARC, Confluence and makes recommendations for system enhancements where required.
- Follows all key controls that are in place like checklists and procedures
- Contribute to process improvements by sharing ideas and working with team

Professional:

- Strong verbal and written communication skills.
- Excellent analytical and problem solving skills.
- Quest for learning.
- Handling pressure situations.
- Prioritization – Time Management skills.
- Innovation & Problem solving.
- Change management.
- Timely escalations.
- Email and Telephone Etiquettes

Leadership:

- Ensures Accountability of all tasks assigned.
- Takes complete ownership of the clients and funds assigned
- Result oriented and effective manages changes and ensure proper documentation.
- Acts as effective team player by being assertive in communication.
- Volunteers for ad-hoc projects and helps with last minute requests
- Contributes actively in team activities, sharing experience and ideas.
- Good interpersonal, organizational, innovative and attention to detail skills.

Knowledge of applications:

- Proficiency in MS Office (excel, word and ppt in particular).
- Knowledge of financial reporting and fund accounting platforms like Fund Suite SX, ARC, Report Builder, IAX, Eagle, Investone, Confluence, etc; is a definite plus.

Shift Timings: 12:30 PM – 9:00 PM/1:30 PM – 10:00 PM IST (Should be flexible to work as pre client deliverables and other ad-hoc requests).

Job Location: Pune and Chennai.

CTC: Min 8.50 Lacs plus