

Job description form

Details of the role	
Department	Finance
Job title	Graduate
Employment Type	Temporary (10 week placement)
Breakdown of the work involved	
Day to day duties	<p>This position provides the opportunity for the successful candidate to gain exposure to all aspects of the Goodbody Finance function.</p> <p>Responsibilities include a number of daily tasks, as follows:-</p> <ul style="list-style-type: none"> ▪ Daily monitoring of Pershing cash management. This requires daily reporting of firm and client cash balances and working with Middle Office and Pershing Treasury to ensure that all cash is managed efficiently. ▪ Daily Cash forecasting. . This function is of fundamental importance to the firm to enable trades to settle, clients and suppliers to be paid and client assets to be protected. Ongoing communication with front and middle office staff is vital to this process. ▪ Daily Client asset requirements - reporting and monitoring. This is a key role in the dept and requires daily client asset calculations, Rec300 responsibility and monthly monitoring of overall adherence to client asset rules. ▪ Treasury management role – responsibility for client and firm bank account set up, management of client deposit rollovers, updating of bank rates and liaising with portfolio managers and banks on client deposits. ▪ Reconciliations – daily responsibility for Finance Rec300 accounts, daily M account reconciliations, monthly Rabo and Ulster SIBA recs and provision of daily and monthly statements to Pershing. ▪ Funds transfer – issuing instructions to Pershing Treasury and Goodbody Cash desk on client deposit transfers and related journals. ▪ Responsibility for maintaining the client and firm master bank list and ensuring all client asset accounts are included on the daily report. ▪ Management of weekly client pooled account deposit rollovers and updating of client deposit matrices. ▪ Firm bank account reconciliation. ▪ Responsibility for company VAT returns. ▪ Responsibility for 3rd party tax returns. ▪ Visa control account reconciliation. ▪ Provide holiday cover, as required.

Experience required	
Specific systems knowledge	<ul style="list-style-type: none"> Good knowledge of MS Office is essential - Excel: Due to the high level of spreadsheet based work in the role an excellent knowledge of Excel would be an advantage: Pivot tables, lookups and knowledge of formulae etc... Knowledge of Pershing/Nexus is essential.
Qualifications required	
Qualifications	<ul style="list-style-type: none"> Some knowledge of the current client interest offering would be an advantage but training will be provided. A desire to commence studying for an accountancy qualification would be welcome.
Person specification	
Characteristics of the type of person this role may suit	<p>The ideal candidate will possess:</p> <ul style="list-style-type: none"> Excellent Excel skills. Strong communication skills (verbal and written). Strong organisational skills with attention to detail. Ability to work on own initiative. A Flexible, pro-active approach to work A team player.
Additional Information	
Additional Information	Applications are invited from Final Year Students only and / or recent Graduates
Reference	Please reference in the subject bar of your email: Finance Graduate Opportunities
How to Apply	
<p>Please submit your CV and Cover Letter referencing the role which you are applying for in the subject bar of the email to: Careers@goodbody.ie</p> <p>Please reference if you are eligible to work in Ireland in your application.</p>	
Timeframes	
Closing Date	12noon Monday, December 31st 2018
Proposed interview dates	January 2019
Proposed Start Date	June 2019

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