

**About ISEC:**

ISEC Group AB is Stockholm based financial services provider with recently opened office in Vilnius. We are one of the leading supplier of outsourcing financial services and system solutions to asset management, private banking and fund management companies in Sweden.

We offer internship in Fund Administration Group. Under supervision of senior colleagues, you will work with investment funds administration, which focus on fund client register (shareholders of funds).

Main tasks would include:

- Record keeping and account administration
- Daily collection of orders (by fax, mail)
- Processing of orders (subscription, redemptions, switches and transfers)
- Processing of cash payments (redemption orders)
- Reconciliation of cash and transactions in the systems
- Processing of confirmations to shareholders regarding proceeded orders
- Generating of holding/account statements to shareholders (monthly, quarterly, yearly)

Other tasks would be:

- Generating reports to fund managers
- Controls on client register (shareholders of funds) with complying with international anti-money laundering regulations

Requirements:

- Knowledge in economics/finance/accounting
- Strong English language skills (verbal and written)
- Very good communication skills, positive attitude and flexibility
- Efficiency, attention to details, responsibility, analytical thinking
- Strong Microsoft Office knowledge specifically in MS Excel and Word
- Ability to work in a tight deadlines environment

After internship you will have full knowledge of inner financial world and how funds are managed and administered.

If you are highly motivated and looking for serious experience and full working schedule during your internship, please do not hesitate and send your CV via vilnius.int@isec.com until 2017-02-17.