Take ownership of complex fund accounting and financial reporting operations within an established global financial institution in Wroclaw.

This role combines core fund accounting responsibilities with specialized financial reporting, providing broad exposure to Net Asset Value (NAV) production, Unit Investment Trusts (UITs), corporate actions, and high-standard client service across international portfolios.

Fund Accounting Reporting Specialist

Nr ref.: 207/10/2026/US/270982/jobs.pl Wrocław (dolnośląskie)

What you can expect from us?

- Possibility for long-term employment, starting with a 12-month contract via Randstad
- Hybrid working model (home office / office flexibility)
- Comprehensive benefits package: private medical care, sport card, additional insurance
- International, diverse, and inclusive work environment supporting employee wellbeing, work-life balance, and employee forums
- Structured and organized onboarding process

Employment agency entry number 47

this job offer is intended for people over 18 years of age

What will your tasks involve?

- Maintain accurate accounting records relating to a specific group of Unit Investment Trusts (UITs) in accordance with department policies and established procedures.
- Manage more complex portfolios featuring intricate assets, transactions, portfolio liquidations, and trust terminations.
- Perform comprehensive reconciliations, process corporate actions, and coordinate the reinvestment of distribution income.
- Prepare and supervise the calculation of diverse financial reports associated with Net Asset Values (NAVs) and other financial metrics across funds with zero error tolerance.
- Ensure strict adherence to standard operating procedures, internal controls, and data integrity on a daily basis across all staff under supervision.
- Proactively identify, investigate, and communicate discrepancies affecting account records, reporting significant operational issues directly to management.
- Serve as a key operational contact for clients, ensuring inquiries and service requests are resolved promptly and within agreed timetables.
- Review, coordinate, and accurately respond to internal and external audit queries.
- Provide mentorship, guidance, and training to new and junior Fund Accountants.

What we expect from you?

- Minimum 4-year degree (Bachelor’s or Master’s in Finance, Accounting, Economics, or

related discipline) and relevant industry experience in fund accounting or financial reporting.

- Solid understanding of fund accounting principles, NAV calculation methodologies, and financial instruments.
- Practical knowledge of internal systems and operational procedures (including income collection, financial reporting, tax control, and transfer agency).
- Strong analytical mindset with proven root-cause investigation skills and a zero-error-tolerance approach to financial deliverables.
- Fluent English communication skills (written and spoken) for daily collaboration across international teams and client engagement.
- High attention to detail, structured work habits, and the ability to manage priorities within a deadline-driven environment.

Nice to Have:

- Practical experience with Unit Investment Trusts (UITs), portfolio liquidations, or trust terminations.
- Proven track record of mentoring, training, or supervising junior team members.
- Familiarity with audit coordination processes and complex corporate actions.