



FRANKLIN
TEMPLETON



Alcentra CLO Admin Specialist

Job number: 851922

Scope of the role:

Alcentra is a leading, global asset management firm specializing in the sub-investment grade debt markets, with assets under management of approximately \$35 billion. We are experts in credit management, private credit, and structured credit strategies. Alcentra employs over 160 people globally and has an investment track record that dates back to 2002. Our investors include pension funds, insurance companies, government agencies, banks, wealth managers and high net worth individuals. Alcentra is owned by Franklin Templeton, one of the world's largest independent investment managers, and is headquartered in London, with offices in New York, Boston, Tokyo and Hong Kong.

Working with us, you will be responsible for:

Daily Verifications

- checking of individual portfolio par and cash changes to ensure deal values are correct for start of day operations. Liaising with backoffice and internal teams to resolve any discrepancies as a priority
- validation of rating changes at issuer and asset level for Moody's, S&P and Fitch
- monitoring and validation of spreads and other asset attribute changes, or missing information
- monitoring of CLO compliance test results in the Order Management System (OMS)

Investor Reporting

- preparation of monthly CLO investor reports, working directly with the CLO Trustee to tie-out par, cash and test results – Coverage,

Collateral Quality and Portfolio Profile Tests

- population of report checklists in preparation for report review and sign off
- delivery of report commentary to Trustee
- maintenance of internal deal calendar and report tracker to track report due dates and progress to timely report publication

Data Integrity

- review and resolve past due receivables, cash discrepancies and unapplied wires
- aged trade reviews
- monitoring of corporate actions and asset restructurings; working with the Front Office, Backoffice and Custodial teams to ensure they are processed accurately and timely.

Deal Management and Support

- assist in the preparation and issuance of CLO warehouse drawdown requests
- review of deal documentation including Offering Memorandums
- assist with regulatory reporting and audits.
- tracking of deal expenses and liaison with service providers
- providing support for London colleagues including the calculation and provision of portfolio statistics, ad-hoc reporting and general requests
- participate in initiatives and projects related to the growth and improvement of the CLO platform and the wider business.

We are looking for candidates who (have):

- 2-4+ years' experience working with CLOs, or in a structured finance environment, with a sound knowledge of loans and bonds
- a degree in Finance, Accounting or Economics is preferred
- a high degree of proficiency in Excel
- reliable, personable, and hardworking with an ability to master new processes quickly detail orientated with strong organizational skills
- excellent written and oral communication skills
- a flexible team player who can work on multiple tasks simultaneously and meet challenging deadlines

Benefits for you



Local work
with global
perspective



Attractive
location
in the center
of Poznań



Medical Care and
Life Insurance



Office gym
and optional
MultiSport cards



Investment
opportunities



Company
childcare



Charity
events



Learning
resources

APPLY!

Get to know us better:

franklintempletoncareers.com

pracuj.pl

[LinkedIn](https://www.linkedin.com)