

Trainee – Investment Operations

JOB DESCRIPTION

1. JOB PURPOSE

Preparing Daily Cash Flow and communicating to Fund Managers, Monitoring of fund inflow in various banks for Liquid / Debt / Equity transaction and reporting Co-ordination with all Customer Service Team / Branch Coordinator across all locations, R&T agents, banks for resolution of queries relating to collection/redemption/transfers.

2. PRINCIPAL ACCOUNTABILITIES

Reporting and coordination:

- Preparing Daily Cash Flow and communicating to Fund Managers.
- Identifying, verifying and timely utilization of all schemes wise collection in various bank accounts promptly.
- Monitoring of fund inflow in various banks for Liquid / Debt / Equity transactions and reporting the same to Fund Manager through Cash Flow System.
- Verifying all purchase transactions received in Cash Flow System and matching the credit received in various bank with the transaction received, ensuring all transactions are reported in Cash Management System by all Investor Service Executives.
- Preparation of projected / daily estimated Funding (Redemption outflow) and reporting the same to fund managers.
- Reconciliation of equity trades & Future Options trades derived from broker contract notes / PCM and system platform to ensure accuracy of data by identifying and resolving discrepancies efficiently.
- Accurate execution and monitoring of trade settlements across various financial instruments to ensure timely processing of settlements.
- Monitor margin requirements for trading activities and facilitate efficient placement and withdrawal of margin funds as per need.
- Responsible for maintaining and enhancing relationships with counterparties, exchanges, and clearing houses to facilitate trade execution and resolve any operational issues.
- Oversee the daily administration of mutual funds, including NAV calculations, unit reconciliations, and fund performance reporting.
- Manage the accounting and reporting of mutual fund expenses, including management fees, administrative expenses, and other fund-related costs.
- Ensure accurate allocation of expenses to respective funds and adherence to budgetary guidelines.
- Ensure compliance with SEBI regulations and other regulatory requirements related to mutual fund administration and expense accounting
- Prepare periodic financial statements and reports for mutual funds, including expense ratios and other key financial metrics.
- Collaborate with auditors to ensure accurate and compliant financial reporting.

• **Reconciliation:**

- Coordination with Custodian / Fund Accountant / RTA Agent for Reconciliation and ensure that breaks, if any are resolved within stipulated time.
- Identifying exceptions and problems affecting records and prices, communicating the same to management and assisting in their resolution

• **Research:**

- Researching, as assigned, on the automation and product offered by different Banks relating to Industry.
- Researching, as assigned, certain securities in Fund portfolios for the purpose of ensuring proper accounting treatment (such as nature of distributions, original issue discounts and international valuations) and compliance with SEC, tax, and prospectus restrictions and limitations.

CTC - 7.00 to 10.00 Lakhs p.a(Negotiable)