

## Job Description

<b>Role:</b>	<b>Senior Executive</b>
<b>Function:</b>	Accounting
<b>Location:</b>	Jaipur

### About NAV

Founded in 1991, NAV is a privately-owned fund administrator that is recognized for its innovative and cost-effective fund administration solutions.

NAV serves over 2300+ clients around the world, which have combined assets under administration over US\$ 310 billion. NAV Fund Administration Group has been awarded as “Best Administrators Emerging Managers” by With Intelligence.

NAV has been a recipient to various industry awards such as:

- HFM Asian Services Awards – With Intelligence
- Digital Assets Awards – The Central Banker
- Emerging Managers Award – Hedge week
- Best Innovative Fund Administrator - CTA Intelligence
- NAV is ranked 7th on the 2023 LinkedIn Top Companies List in India - <https://www.linkedin.com/pulse/top-companies-2023-25-best-workplaces-grow-your-career/>

NAV has been ranked as one of the 5 largest Fund Administrators globally. For the year, 2023 NAV has also been awarded as “Best Administrator - Technology Award.” For further update of 2024, please visit the website. [www.navconsulting.net](http://www.navconsulting.net)

### **Brief Job Description:**

- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments

- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary.

#### **Educational Qualification:**

♣ CMA

#### **Soft Skills:**

- Good analytical, interpersonal and communication skills.
- Should be able to handle pressure and must be ready to put in additional time as per the need of the process
- Proficiency in MS Office

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NAV serves over 2300+ clients around the world, which have combined assets under administration over US\$ 310 billion. NAV Fund Administration Group ("NAV") has been named as top administrator by number of CTAs served in a Special Report issued by Preqin.

The Job Description should be read in conjunction with the relevant terms of reference, the Group's Governance manual which sets out responsibilities for establishing, maintaining and implementing the Group's high-level systems and controls, policies and procedures, and the jobholder's contract of employment. The jobholder acknowledges that he/she has understood and will abide by the responsibilities set out in the Governance Manual as well as ensure compliance with Group Code of Conduct, and the local regulators Statements of Principle and Code of Practice for Regulated Roles.