

## Associate – Private Equity Fund Accounting

### Bangalore - India

The successful candidate will join the Fund Services team as a Private Equity Fund Accountant and will be closely working with Clients and Client Service Managers based in APAC/UK/US region in connection with the performance of duties related to the administration of Private Equity Funds.

### Reporting

The position reports to AVP – PE Fund Accounting

### About Apex

The Apex Group is a global financial services provider with 3,500 staff across 40+ offices globally. We look to recruit bright, articulate and numerate employees who are not afraid of a challenge and are prepared to work hard and love what they do.

Every employee plays a part in making Apex who we are today and the more that we grow, the more important that becomes. Whatever your career path or specialism Apex provides a global platform to allow you to thrive.

### Job Specification

- Perform Fund accounting function of the Private equity and Hybrid Funds that include recording Journal Entries, preparing monthly/Quarterly/Annual Financials, processing payments, preparing investor notices and various client reporting.
- Managing the client relationships for the Funds and individually handle the deliverable requirements on daily/weekly/monthly/Quarterly basis.
- Liaising with Onshore team, clients and Auditors on various requirements and ensure all supports are provided to the auditors to get the financials approved on the agreed timeline.
- Onboard new Funds in the accounting platform and migrating existing Funds from other locations.
- Develop customized reports in Investran to support the client requirements.
- Manage multiple client relationships.
- Understand and complete adhoc requests from clients.
- Manage the fund related bank wires on behalf of the client.
- Prepare Cash/Position/Market Value Reconciliations and resolving breaks. Notify Clients/CSMs of valid breaks. If break are due to an erroneous or missing transaction in Accounting system, then make necessary adjustments
- Reviewing pricing of the portfolio and analysing the pricing exceptions if any.
- Responsible for accruing/amortizing daily or monthly non-security related Fee accruals including management fees and financing accruals.

- Effective communication with clients on daily reporting of Estimates/NAVs/Query resolutions.
- Checking that all OTC products traded by the client have been booked correctly.
- Booking of Capital Activities of the fund.
- Finalizing the month end NAV of the client and providing Investor Level Allocation reports at month-end.
- Providing support in Audits for funds in the preparation on financial statements. Complete audit reviews and ensure identified issues are documented and tracked to closure.
- Support operations on projects related to Automations/Work migrations/Conversions etc.

### **Skills Required**

- Good conceptual knowledge in accounting principles and financial statement preparation.
- Experience in handling Financial preparation and auditing of Financial statements in article training
- Good understanding of alternate investment funds and capital market.
- Good Analytical skill and capability to read and interpret Fund documents.
- CA/CMA/CFA/CS/ACCA/CPA

### **What you will get in return:**

- A genuinely unique opportunity to be part of an expanding large global business
- Exposure to all aspects of the business, cross-jurisdiction and to working with senior management directly

### **Additional information**

We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependants, physical or mental disability. Any hiring decision are made on the basis of skills, qualifications and experiences.

We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society and the planet.

For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>

