

Job Description – Analyst Hedge Fund Accounting



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| Level: | Associate – Hedge Fund Accounting |
| Process: | Hedge Fund Accounting |
| Shift Timings | APAC / UK |
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About Apex :

Apex is one of the world's largest independent fund administration and middle office solutions providers. We are specialized Accounting and valuation of Hedge Funds, Fund of Funds and Private Equity Funds. Apex has over 3000 staff across 24 jurisdictions globally and administers circa \$650 billion (USD) in assets under management. For more information please visit our website - www.apexfundservices.com

Job Summary:

The successful candidate will join the Fund Services team as a Hedge Fund Accountant and will be closely working with Client Service Managers based in Singapore/US regions in connection with the performance of duties related to the administration of Alternative Funds. Candidate should have completed B.Com and MBA in Finance with 60% marks in each subject. Candidate should also possess a good understanding about Capital Market, Derivatives, Corporate Actions, and Hedge Funds. Good knowledge in Accounting concepts and Financial Products are required.

Functional Expertise Required:

Hedge Funds – Should have relevant experience in General ledger accounting for Onshore and Offshore hedge funds, dealing with complex investments (swaps, bank debt, and convertible bonds, CDS) and hedge fund structures, Reconciliations and break resolutions, Corporate Actions, Fee Accruals, Management/Performance fee Calculations, PnL Allocations and NAV Preparation/Reviews.

Primary Responsibilities

- Responsible to prepare/ validate the NAVs of the hedge fund clients on a daily/Monthly basis.
- 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 analyzing the pricing exceptions if any.
- Reviewing the corporate actions booked in the system and ensuring that the same is correctly reflected in the books. Dividends/Interest Reconciliation with Broker reports
- Responsible for accruing/amortizing daily or monthly non-security related Fee accruals including management fees and financing accruals.
- Process non-automated transactions including OTC derivatives and their related cash movements.
- Effective communication with clients on daily reporting of Estimates/NAV's/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.
- Coordinating with Internal/External Stake holders such as Securities/Trades and Pricing Team, Reporting Team, Investor Services team, Auditors, Client Service Managers and Clients.

Qualification & Experience required

- Graduate or Post graduate in Commerce, MBA Finance, CMA/CFA
- Should have completed B.com with 70% and above marks in Accounting and Statistics with 60% marks in all other subjects
- Candidate should have acquired 60% above in all semesters in MBA.
- 0-4 Years of Fund accounting experience.