

BUSINESS MANAGEMENT DIVISION

FUND ACCOUNTING

Responsibilities:

- Perform back-office support functions of the company, including the day-to-day operations, placement, settlement, fund accounting, regulatory reporting, valuation and daily unit pricing.
- Prepare reconciliation of accounts with trustees, custodians and fund accounting agents.
- Prepare reporting for income distribution for funds, including projections and other adhoc financial and performance reports.
- Execute day end closing, including reconciliation and reporting.
- Liaise with external parties such as counterparties, brokers, auditors and tax agents and/or system vendors.
- Support the fund management division and the business development division.
- Assist operations team in their daily operations as and when necessary.
- Perform any other duties as assigned by the Management from time to time.

Requirements:

- Possess at least Bachelor's Degree, Post Graduate Diploma, Professional Degree in Finance / Accountancy or equivalent.
- Minimum 2 years working experience in fund management or unit trust or related industry for Senior Executive and 4-5 years same experience for managerial position.
- Possess good accounting, analytical and communication skill.