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Management Trainee

IN-HR-Gurugram

ID 2024-3101725 **Position Type** Regular Full-Time **Company Division** DOP

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i You are currently submitted to this job.

Overview

Team – Fund Accounting

Location- Gurugram/Bangalore

Shift Timings- 12pm to 9:30pm/ 2pm to 11:30pm

Fund Accounting

Key Responsibilities:

- Fund Accounting – Assist in book keeping, preparation of financial statements and investor reporting
- Fund Operations – Preparation of distribution allocation and investor schedules, preparation and calculation of management fee allocation and scheduled, preparation of fund transfer wires for distribution and repayment of line of credit.
- Cash Management – Assist in various cash management functions including preparation of weekly cash report, cash tracking of capital activities and invoice processing.
- Other ad hoc tasks/projects

Desired Candidate Profile:

- Candidate must be a Post Graduate or a CA or CFA, with knowledge of accounting and finance.
- Fluent in English
- Strong project management skills
- Attention to detail
- Team player
- Strong analytical skills
- Strong Microsoft Office skills (MS Excel, MS PowerPoint and MS Word)

- Knowledge with Investran and iLevel will be an advantage
- The ability to effectively work as an individual contributor and possess strong analytical, problem solving, critical thinking and decision-making skills, multitask and deliver under tight deadlines.
- The profile involves effective communication across Clients' facilities globally and hence possessing excellent interpersonal and communication skills in verbal and written English is a must.

Mandatory Skills

Institutional_Finance_Buy_Side_Others

Options

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