

## JOB PROFILE

### FUND ADMINISTRATION DEPARTMENT

#### SENIOR FUND ACCOUNTANT

Reporting Line: Team Leader, Assistant Manager,  
Financial Controller

#### KEY RESPONSIBILITIES

- Bookkeeping on sage pastel or other accounting software as and when required;
- Preparation of workpaper files with TB, GL, SOCI and SOFP extracted from accounting software;
- Prepare annual financial statements, management accounts and other ad-hoc financial reporting in accordance with IFRS, ensuring the accuracy and completeness of financial statements;
- Preparation of ad-hoc accounts for dividend distribution/buyback;
- Responsible for a portfolio of clients and acting as the direct point of contact;
- Ensure all transactions pertaining to the management of the clients' affairs are executed timely and efficiently.
- Perform accounting function for client entities, paying particular attention to agreements, contracts and other documents signed by an entity;
- Assist in classification of investments per IFRS guidelines (fair value through profit or loss, amortised cost, fair value through other comprehensive income) for populating financial statements;
- Ability to handle audit queries in a timely manner which includes but not limited to impairment assessment, expected credit loss calculation, etc;
- Liaising with auditors to complete yearly audits;
- Understanding of different structures, companies, limited partnerships, foundations, trust;
- Knowledge of how to populate ILPA reports;
- Must know how to read and interpret provisions of Limited Partnership Agreement/ any other relevant agreements;
- Understanding of how private equity funds work;
- Knowledge of concept of equalization/rebalancing/interest on equalization;
- Knowledge of accounting for open ended structures would be an advantage;
- Ability to work under pressure;
- Ability to coach junior staffs;
- Preparation of NAV reports for investors;
- Statutory Return: Prepare and submit all statutory returns as and when they fall due (quarterly computations & filing; upload returns on MNS and arrange for electronic filing; Quarterly filing of CIS managers/corporate & APS tax filing etc.) – training will be provided;
- Assist in completing surveys for the local regulator;
- To represent the company in relevant social including seminars, conferences and cocktails;
- To be ready to entertain clients as & when requested by Senior Management with a view of fostering the business relationship;
- Any other cognate duties that may from time to time be required which are appropriate to the role and business requirements.

## REQUIREMENTS

- Either a degree in Accounting or at least ACCA level 3;
- **Experience:** Either 4 years of working experience as a Fund Accountant Or 2 years in a Senior Fund Accountant's role within a Management Company;
- Good analytical and problem solving skills;
- Good Knowledge of legal & regulatory framework, finance principles and reporting;
- Fully conversant with IFRS;
- Computer Literate: Ms Office Word, Excel, PowerPoint & Outlook;
- Very customer focused;
- Numerate and analytical skills - capable of evaluating complex financial information;
- Accurate and methodical, with great attention to detail;
- Excellent written and verbal communication skills - ability to draft effective communications (emails, letters, memos, instructions) with good grammar, spelling & proofreading skills;
- Strong organizational and multi-tasking skills;
- Ability to work in a dynamic, demanding, high-pressure environment;
- Highly motivated with the ability to work well as an individual and from their own initiative as well as being able to work in a team environment;
- Exceptional organization and time management skills;
- Good judgement and decision-making skills;
- Ability to meet deadlines;
- Ability to maintain high level of confidentiality.