

Job Description: Vice President (VP) of Finance – Mutual Fund

The Vice President (VP) of Finance for a mutual fund oversees the financial management, planning, and reporting functions to ensure the fund's fiscal health and regulatory compliance. This role involves managing budgets, monitoring fund expenses, preparing financial statements, and liaising with auditors and regulatory authorities. The VP of Finance plays a pivotal role in strategic financial planning, risk management, and ensuring the integrity of the fund's financial operations.

Key Responsibilities:

Financial Planning and Strategy:

- Develop and oversee financial strategies to support the mutual fund's growth and profitability goals.
- Create budgets and forecasts for the fund, ensuring alignment with overall business objectives.
- Monitor fund performance metrics and provide insights to senior leadership for decision-making.

Financial Reporting and Accounting:

- Oversee the preparation of accurate and timely financial statements in compliance with applicable accounting standards (e.g., GAAP, IFRS).
- Ensure the accuracy of NAV (Net Asset Value) calculations and other financial metrics.
- Review and manage expense allocation processes, including management fees and operational costs.
- Prepare financial reports for stakeholders, including the board of directors, investors, and regulators.

Regulatory Compliance and Audits:

- Ensure compliance with all financial regulations and reporting standards set by regulatory bodies (e.g., SEC, SEBI, or other relevant authorities).
- Coordinate internal and external audits, addressing audit findings and implementing recommendations.
- Maintain a thorough understanding of changes in financial regulations and their impact on the mutual fund's operations.

Risk Management:

- Implement and maintain financial risk management frameworks to address market, credit, and operational risks.
- Evaluate financial controls and recommend improvements to mitigate risks and ensure data integrity.
- Manage fund liquidity to meet redemption obligations and other financial commitments.

Treasury and Investment Support:

- Oversee treasury functions, including cash flow management and optimization of working capital.
- Collaborate with the investment team to align financial operations with portfolio strategies.
- Monitor the fund's capital structure and provide input on fundraising or distribution strategies.

Team Leadership and Collaboration:

- Lead and develop the finance team, fostering a culture of accountability and excellence.
- Work closely with other departments (e.g., operations, compliance, and investment teams) to ensure financial alignment.
- Represent the finance function in strategic planning meetings and board discussions.

Qualifications and Skills:

Education and Certification:

- Bachelor's degree in Finance, Accounting, Economics, or a related field (Master's or MBA preferred).
- Professional certifications such as CPA (Certified Public Accountant), CFA (Chartered Financial Analyst), or CMA (Certified Management Accountant) are highly desirable).

Experience:

- 10–15+ years of experience in financial management, with at least 5 years in the mutual fund or asset management industry.
- Proven track record in financial reporting, budgeting, and regulatory compliance.

Core Competencies:

- Strong knowledge of mutual fund accounting, expense management, and performance reporting.
- Proficiency in financial systems and tools (e.g., SAP, Oracle, Bloomberg, or other fund accounting platforms).
- Excellent analytical, decision-making, and problem-solving skills.
- Strong leadership, communication, and interpersonal abilities.

Key Performance Indicators (KPIs):

- Timeliness and accuracy of financial reporting.
- Adherence to budgets and cost management targets.
- Regulatory compliance and successful audit outcomes.
- Efficiency of financial processes and controls.
- Stakeholder satisfaction with financial insights and support.

The VP of Finance is a critical leadership role that ensures the mutual fund's financial stability, transparency, and regulatory compliance, contributing directly to investor confidence and organizational success.

Job Location : Andheri (East)