

## /// Current Opportunity ///

- Job Title: Manager – Fund Operations
- Relevant Work Experience – Min 2 years
- Skills & Knowledge - Should have working experience in Fund Operations across Fund Accounting, Trade Settlement, Banking Operations, Audits and Regulatory Reporting
- Job Responsibilities:
  - Spearhead Fund Operations across PMS and Retail Funds in Gift City.
  - Liaise with Banks, Fund Administrator, RTA and other stakeholders for timely closure of NAV processes & Management of Capital Activity across Subscription/Additional Purchase and Redemptions.
  - Coordinate with Internal/Statutory auditors by providing the required data promptly.
  - Verify Fund expenses against the accruals.
  - Stay updated on new IFSCA circulars and guidelines to ensure timely implementation.
  - Commission calculation and Payout process Monthly/Quarterly.
  - Handle queries efficiently and independently identify the root cause and implement corrective actions.
  - Strong drafting skills to present facts accurately and clearly.

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