JOB DESCRIPTION

Manager/ Senior Manager

Fund Solutions, Restructuring

This position will involve hands-on execution and oversight of Kroll's Fund Administration and Operations capability within the Fund Solutions practice, based in Mumbai and/or Delhi. The Manager / Senior Manager will manage assigned workstreams and guide junior team members to deliver accurate, timely and client-focused outcomes.

Typical assignments will cover end-to-end fund administration and fund accounting, investor onboarding and KYC, investor relations, quarterly investor reporting, fund banking and cash management, and coordination of annual fund audits. The portfolio will include funds in normal operation as well as funds undertaking an orderly, managed wind-down.

Our Fund Solutions professionals support fund managers, institutional investors and other stakeholders with reliable, high-quality fund operations and reporting throughout the fund lifecycle, across a range of structures and jurisdictions.

As a Manager/ Senior Manager, Fund Solutions, you will execute and oversee complex fund administration, accounting, operations and fund liquidation or managed wind-down engagements across jurisdictions. Based in India, you will collaborate closely with global teams in the U.S., Europe and APAC, taking ownership of assigned deliverables, reviewing junior team members' work and escalating material issues. Assignments may involve fund accounting, administration, taxation and legal coordination, investor relations, asset management support, financial analysis and NAV workings, particularly for funds approaching end of life.

Key Responsibilities:

- Coordinate and manage assigned workstreams across Kroll teams, allocate tasks to junior colleagues, monitor milestones and deadlines, and proactively communicate progress, issues and proposed solutions to internal and external stakeholders.
- Prepare and review fund accounting deliverables, NAV calculations, reconciliations, financial statements, and management fee and carried interest calculations; independently resolve complex items and provide technical guidance to junior team members.
- Execute and oversee investor onboarding, KYC/AML coordination, investor record maintenance and ongoing investor servicing; review team outputs for completeness, accuracy and compliance with applicable procedures.
- Prepare, review and coordinate quarterly investor reporting, including capital account statements, fund performance information and investor communications, working with fund managers and other relevant stakeholders.
- Manage and remain actively involved in day-to-day fund operations, including capital calls and distributions, investment transaction processing and settlement coordination, expense management, cash and position reconciliations, service-provider coordination, and maintenance of effective operational controls.
- Execute and oversee fund banking and cash management, including bank account administration, payment processes, cash flow monitoring and reconciliations; coordinate fund audits and liaise with auditors, administrators and other service providers. Guide operational and reporting activities for funds in managed wind-down, where applicable.
- Understanding public and private databases like Pitchbook, Preqin and Capital IQ is a plus.

- Act as a key day-to-day contact for internal and external stakeholders, manage expectations, and escalate material delivery, operational or regulatory risks with recommended actions.
- Demonstrate strong practical accounting and financial knowledge, applying sound judgement to review work, troubleshoot exceptions and support technical decisions.
- Practical knowledge of fund structures (including master-feeder arrangements), management fees and carried interest is expected.
- Ability to interpret and apply relevant foreign rules, regulations and laws is an advantage, including experience working with regulated fund environments such as the SEC, Cayman Islands and Mauritius.
- Review junior team members' work, provide timely feedback, coaching and on-the-job training, and support their technical development and performance.
- Plan and monitor team workloads and engagement priorities, identify capacity constraints, and coordinate with senior leadership on resourcing and delivery risks.
- Support consistent workflows, documentation, checklists and quality-control procedures; identify opportunities to improve accuracy, turnaround times and operational efficiency.
- Take ownership of issue resolution within assigned engagements, exercising judgement on when to involve Directors or other senior stakeholders.

Essential Traits:

- Strong interpersonal, written and oral communication skills.
- Ability to develop and drive relationships with individuals from all industries.
- Ability to master new tasks quickly whilst showing strong attention to detail.
- Strong organisational and project-management skills, with the ability to prioritise, delegate and review tasks across multiple concurrent engagements.
- Ability to manage rapidly changing assignments and work well under pressure.
- Collaborative team player with demonstrated ability to supervise, coach and mentor junior colleagues across multiple mandates.
- Strong analytical, critical thinking and problem-solving skills.
- Ability to assess and manage risk, deal with ambiguity and understand the commercial drivers of the outcomes of our work
- Ability to balance independent execution with team supervision, constructive feedback, quality review and stakeholder management.
- Bachelor’s or master’s degree, preferably in Accounting/Finance or related business discipline; MBA/ CA/ CFA or equivalent
- 5 to 8 years of relevant experience, preferably including hands-on fund administration, fund accounting or fund operations experience and experience reviewing or supervising junior team members.
- A relevant accounting or investment qualification is preferred
- Proficiency in Microsoft Word, Excel and PowerPoint.

About Kroll

Join the global leader in risk and financial advisory solutions - Kroll. With a nearly century-long legacy, we blend trusted expertise with cutting-edge technology to navigate and redefine industry complexities. As a part of One Team, One Kroll, you'll contribute to a collaborative and empowering environment, propelling your career to new heights. Ready to build, protect, restore and maximize our clients' value? Your journey begins with Kroll.

Kroll is committed to equal opportunity and diversity, and recruits people based on merit.

To be considered for a position, you must formally apply via careers.kroll.com.