

JOB DESCRIPTION AND FUNCTIONS OF SENIOR ASSOCIATE (FUND ADMINISTRATION)

As **Senior Associate**, you will be responsible for such duties and responsibilities that are normally associated with your position, which include, but are not limited to the activities enumerated below:

Middle Office and Back Office Functions:

- Reviews the daily reconciliation and daily reporting work of the Associate Accountants on a timely basis and gives appropriate review notes and comments to facilitate improvement on their work;
- Reviews the progress of work of the Associate Accountants and provides guidance on the daily work and any issues encountered in the day-to-day transactions;
- Assists the Director and/or Associate Directors in managing the day-to-day transactions by responding to questions or communications to/from Director and/or Associate Directors to the team;
- Prepares the time budget for each engagement that will assist the Director and/or Associate Director in evaluating profitability of the engagement;
- Prepares budget to actual analysis for each engagement and provides justifications for unfavorable variances to facilitate additional billing to clients if necessary;
- Discusses issues and project management with the Director/Associate Director;
- Reviews the monthly, quarterly reporting such as balance sheet, profit and loss, and the monthly allocation prepared by the Associate Accountants;
- Perform an analytical review of the monthly, quarterly, yearly gross and net returns ensuring that the returns are within the expected results for a particular period;
- Prepares a summary of issues and concerns and leads the discussion for the team with the Director/Associate Director on a weekly basis. This includes identifying issues and recommendations for appropriate resolutions to any issues identified;
- Ensures that all procedures in the fund administration process are completed and complied with by the Associate Accountant;

- Assists the Director/Associate Directors in coordinating with year-end work with auditors;
- Assists the Director/Associate Directors in coordinating with tax personnel for the tax preparation of the funds;
- Conducts orientation for the Associate Accountants for each new engagement and coaches them on all engagements;
- Conducts training among peers during non-busy period. This training can be for general accounting topics, financial statements accounting updates, or strategy specific such as funds, private equity or venture capital, and or portfolio accounting software training;
- Evaluates performance of Associate Accountants in every engagement on a timely basis and provides feedback to improve their performance;
- Provides initial recommendation for promotion of Associate Accountants to Senior Associates;
- In instances where an engagement has no Associate Accountant assigned or if the Associate Accountant is unavailable, the Senior Associate may be required to perform the work of the Associate Accountant as necessary;
- Ensures that all deliverables are managed and completed in accordance with agreed internal deadlines;
- Ensures that all outputs by Associate Accountants undergo detailed review prior to submission to Associate Director/Director;
- Reviews the timesheet prepared by Associate Accountants;
- Develops client contacts, when necessary, and be regularly available and responsive to their business needs.

In addition to the above functions, employee may also be expected, from time to time, to assist in other non-operations work, as the need arises, and as determined by the Associate Director or Director supervising them.

Job Specifications:

- Graduate of Bachelor's degree in Accountancy;
- Must be a Certified Public Accountant (CPA), Chartered Accountant (CA), Chartered Financial Analyst (CFA) or Chartered Alternative Investment Analyst (CAIA);

- Must have at least 3 consecutive years of experience as an accounting or finance professional;
- Experience in Fund Administration, Asset Management Audit or equivalent is an advantage;
- Must have experienced managing staff;
- A team player; must be able to work individually and as part of a team;
- Has a good business understanding of financial concepts and procedures;
- Analytical and very detail-oriented;
- Flexibility to expand work hours as necessary and support business needs