



Senior Associate, Funds
Location: Mumbai/Bangalore
Department: Fund Services
Vacancy Type: Permanent
Work Mode: Hybrid

The position:

This position is for a member of the client facing fund services team catering to Global Hedge Fund, Private Equity & Debt Fund clients. The fund services team deals with complex fund structures along with multiple asset classes across jurisdictions with specialized accounting services

Roles & Responsibilities:

- You will be involved in trade life-cycle including trade booking, pricing and corporate actions
- Custodian/Prime broker reconciliation to identify and resolve any trade related discrepancies
- Liaising with prime brokers/ custodian/ funds middle office teams for trade confirmation, settlements, treasury management and reconciliations
- Responsible for accounting trading and non-trading transactions & maintaining book of accounts
- Record and maintain investors' commitment, capital calls, drawdowns, distributions and liquidation. Prepare call & distribution notices, payment details and related schedules
- Process capital activities, i.e. subscription, redemption, transfers, switches
- Allocation of investors' economic interest, computation of management fees, performance fees, high watermark, preferred return, carried interest and preparation of investor statement
- Preparation of financial statements along with periodic NAV calculation while maintaining working papers for the funds and investor economic allocations
- Regular connects with funds finance and operations team

You're Profile:

- Qualified CMA
- Willing to work in fast paced dynamic industry
- Positive attitude, team player, pro-active and ready to accept challenges
- Excellent verbal and written communication skills

About Us:

We are the premier global business, legal, and financial services company providing knowledge-based solutions to clients worldwide. Based in Wilmington, Delaware, USA, we have locations and capabilities in more than 140 jurisdictions in the Americas, Europe, Asia Pacific, and the Middle East, with more than 7,500 employees. We are the business behind business.®

Working with us means entering a dynamic, international, and growth-oriented company. Diverse teams give us a competitive advantage and drive innovation. We're committed to attracting, developing, and retaining talented people who create an environment where everyone is valued and respected. CSC is an equal opportunity employer.

- CSC is a great place to work with smart and dedicated people. We've been voted a Top Workplace every year since 2006.
- We offer challenging work and career opportunities. Many positions are filled with internal moves and employee referrals.
- CSC offers excellent benefits. Employees are eligible for an annual success sharing bonus or commission plans based on role and individual performance.

Careers | CSC (cscglobal.com) Visit our careers site to learn more about CSC's diversity and belonging program, as well as our commitment to our clients, communities, and each other.

Disclaimer: The information above describes the general nature and level of work performed by employees in this role. It is not intended to be a description of all duties, responsibilities, and qualifications.

As CSC is actively hiring around the world, we may retain your CV in our database for other opportunities, unless you direct us otherwise.

Below would be one of the following Global Mobility options: (Select the appropriate option, delete the others)

- Candidates for this position must be eligible to work in the country without sponsorship.
- There is limited sponsorship available for this position.
- Candidates for this position could work from any CSC location

As used in this posting, CSC refers to all of our global business units. Please see cscglobal.com for a detailed description of our businesses, locations, services, and products.

WHY WORK WITH CSC?

At CSC®, we're always looking ahead, finding ways to improve and anticipate the future needs of our customers. Curiosity fuels our innovation and productivity drives our results. This proactive mindset has helped us adapt and create solutions that have enabled businesses to run smoother and smarter for more than 120 years.

CSC is committed to attracting, developing, and retaining talented people whose personal values align with ours. We empower our employees to bring the right solutions to market to meet customer demand. That is why we are the premier provider of global solutions for more than 180,000 businesses.

- CSC is a great place to work with smart and dedicated people. We have been voted a Top Workplace every year since 2006 and are a 2022 National Top Workplace.
- We offer challenging work and career opportunities. Most positions are filled with internal moves and employee referrals.
- Employees are eligible for an annual success sharing bonus or commission plans based on role and individual performance.

- ESC offers excellent benefits, including medical, dental, life insurance, and flexible spending and health savings accounts. We also offer you a 401(k) with employer match and profit-sharing, paid time off, tuition reimbursement, and more.
- Our global standard for our work environments supports current and future technology initiatives through open design, sit-stand workstations, and digital interface points with wireless access throughout the campus. It's an exciting time for us in terms of growth and expansion.

- Position Title – Senior Associate I
- Eligibility Criteria – CMA qualified
- CTC (per annum) – ₹8 LPA for 1st attempt (both groups cleared together in first attempt); ₹6.5 LPA for 2nd attempt onwards
- Job Location – Mumbai & Bangalore
- Tentative Number of Vacancies – 10