

SUPERVISOR, DEPOSITARY SERVICES
(PRIVATE EQUITY AND REAL ESTATE FUNDS)
FAREHAM, HAMPSHIRE

Summary of Role

INDOS Financial (INDOS) is a leading provider of independent depositary oversight and assurance services to the funds industry. It provides services to over 70 clients in the hedge fund, private equity fund, real estate fund and investment trust sectors.

This Supervisor role is within our Private Equity and Real Estate funds depositary operations team in Whiteley, Fareham. The role involves ensuring that INDOS fulfils its responsibilities under the depositary requirement of the Alternative Investment Fund Management Directive (AIFMD).

The role will focus on the firm's diverse range of private equity, real estate and debt fund clients including investment trusts listed on the London Stock Exchange as well as UK and non-EU limited partnership and fund structures.

The primary responsibilities will be in the areas of "Cash Flow Monitoring", "Record keeping and verification of Other Assets" & "Oversight". This includes review of significant and inconsistent cash transactions, verification of asset ownership, and a range of oversight duties including ensuring compliance with the fund prospectus, review of shareholder transactions and fund valuations.

Reporting to the Depositary Manager and Head of the Fareham Office, the Supervisor is responsible for a number of client funds and carrying out reviews of those funds in a timely manner and in accordance with internal procedures.

The role will also include supporting the Head of Fareham in training and supervising of junior members of staff in the Whiteley, Fareham office.

Key Responsibilities

- Review fund valuations and accounts, in line with department defined timelines and procedures, to ensure they have been completed accurately and in accordance with the fund documentation.
- Maintain asset registers and undertake procedures to verify the fund's ownership of those assets.
- Ensure daily cash flow monitoring of fund bank accounts is undertaken.

- Ensure that funds are compliant with fund documentation and any issues are identified, logged and resolved in a timely manner.
- Review drawdowns and distributions and ensure the expected procedures have been followed.
- Co-ordinate with fund administrators and investment managers to ensure that the depositary duties can be undertaken and all necessary information received in a timely manner.
- Prepare periodic client and fund board reports.
- Assist with on-site visits to fund administrators and investment managers.
- Work effectively within the team but show appropriate levels of initiative.
- Facilitate open communication with Depositary team members and client staff members to identify any potential issues/improvements.
- Assist the Depositary Manager with on-boarding of new clients and funds.
- Supervising and assist in the training and development of more junior staff.

Skills and experience

- Ideally, 3-5 years of fund accountancy or audit experience.
- ACCA Part qualified or qualified in a relevant professional qualification such as ACCA / ACA or equivalent.
- Previous experience in Trustee, Fund Accounting or Transfer Agency a distinct advantage.
- Experience of working with a portfolio of clients.
- Experience of working effectively in a small team.
- Excellent communication and client service skills.
- Strong analytical skills and a keen eye for detail.
- Excellent computer skills including Microsoft Excel, other office applications. Fund accounting and pricing/ market data systems experience is an advantage.