



**JOIN A GROWING TEAM
IN A GROWING BUSINESS**

CUSTODY & DEPOSITARY SENIOR

Since our inception in 2012, INDOS Financial has grown organically into a company that now employs over 45 staff across three offices in the UK (London and Fareham) and Ireland. We pride ourselves on our track record of retaining high-calibre and motivated people who form the bedrock of our business. The personal and professional development of all our employees is fundamental to the rapid and continued growth of our business.

This is a great opportunity for you to become an integral part of this evolution.

To find out more or to apply, visit indosgroup.com, email hr@indosgroup.com or call us on +44 (0) 203 876 2218.

JOB DESCRIPTION

SUMMARY OF ROLE

INDOS Financial is an award-winning, independent investment fund oversight business, developing solutions widely recognised as industry leading. We are a leading provider of independent depositary oversight and assurance services to the funds industry, providing services to over 75 clients in the hedge fund, private equity fund, real estate fund and investment trust sectors. As of Q1 2020, client assets under depositary oversight have grown past \$35 billion and continue to grow.

A significant part of this growth is supported by our Full Depositary funds team, where we provide custody solutions for UK funds (such as Investment Trusts and Private Equity funds) which hold listed securities. As our experience and reputation has grown, we anticipate taking on an increasing number of investment trusts which will require us to upgrade the level of custody operations within the firm.

This role involves ensuring that INDOS fulfils its responsibilities under the depositary requirements of the Alternative Investment Fund Management Directive (AIFMD). The primary responsibilities will be in the areas of Safekeeping of Custodial Assets (including oversight of custody and settlement), but also Cash Flow Monitoring, Record Keeping and Verification of Non-custodial Assets and Oversight.

The primary experience we are seeking for this role is custody operations gained in a custodian or asset management operations role.

KEY RESPONSIBILITIES

Custody Services

- Liaise with clients, custodians and trade counterparties to ensure timely matching and trade settlement.
- Liaise with the custodian to ensure proxy voting is processed for AGM events.
- Conduct on-site visits to custodians.
- CASS compliance reporting, maintaining internal custody records and oversight of custody reconciliations.

Depositary Services

- 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.

- 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.
- Prepare periodic client and fund board reports and present these to fund boards.

General

- Client on-boarding.
- Assist with developing automated processes (e.g. scoping requirements, testing).
- Work effectively within the team and show appropriate levels of initiative.
- Facilitate open communication with depositary team members and client staff members to identify any potential issues/improvements.
- Supervise and assist in the training and development of more junior staff.

SKILLS AND EXPERIENCE

- 3-5 years' experience in a fund operations role which must include custody, and fund accounting experience an advantage. Background in asset management, custody or possibly fund administration.
- Previous experience in depositary an advantage.
- Strong knowledge of financial security types.
- Broad experience of different fund types and strategies an advantage.
- CASS knowledge and experience.
- Experience of working effectively in a small team.
- Experience of management and development of junior team members.
- Excellent communication and client service skills.
- Strong analytical skills and a keen eye for detail.
- A multi-tasker that works well under pressure.

- Excellent computer skills including Microsoft Excel and other office applications. Custody, fund accounting and pricing/ market data systems experience is an advantage.
- Accounting qualification (or late stage part-qualified).

LOCATION

We are flexible whether this role is based in our office in Fareham, Hampshire (with some travel to London), or London, and will be secondary to the skillset and experience of the right individual.

COMPENSATION AND BENEFITS

Competitive base salary & discretionary bonus; 25 days holiday; personal health and dental cover; employer pension contribution; season ticket loan; financial and study support for professional development.
