



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

**SUPERVISOR, DEPOSITARY SERVICES (PRIVATE
EQUITY & REAL ESTATE FUNDS) – FAREHAM,
HAMPSHIRE**

Since our inception in 2012, INDOS Financial has grown organically into a company that now employs over 50 staff across three offices in the UK 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 across the hedge fund, private equity fund, real estate fund and investment trust sectors. As of Q3 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 Private Equity and Real Estate funds depositary operations team located in our offices in Whiteley, Fareham, and, as a result, we are growing our team there.

This Supervisor role involves ensuring that INDOS fulfils its responsibilities under the depositary requirements of the Alternative Investment Fund Management Directive (AIFMD). The role will focus on our 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 portfolio of client relationships and funds and carrying out reviews of those funds in a timely manner and in accordance with internal procedures.

The successful candidate will also be responsible for supporting the training and supervising a team of depositary analysts.

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 key underlying 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.
- Conduct 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.
- Conduct the on-boarding of new clients and funds.
- Supervise and assist in the training and development of the team of depositary analysts.

SKILLS AND EXPERIENCE

- Ideally, 3-5 years of fund accounting or audit experience.
- ACCA Part qualified or qualified in a relevant professional qualification such as ACCA / ACA or equivalent.
- Experience of working in Depositary, Trustee or Fund Accounting of private equity and/or real estate funds.
- 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.

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