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**INDOS Financial Limited Job Description:**

**Depositary Analyst (Private Equity, Real Estate and Debt funds) - London**

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| **Company Profile** |
| INDOS Financial is the leading independent provider of AIFMD depositary services to alternative investment funds with offices in London, UK and Ireland. We are a fast growing company and since 2014 have successfully built up a client base of over 50 alternative investment fund manager clients and 75 funds representing more than $13 billion of assets.INDOS Financial was named Best Depositary Solution in the 2016 HFM Service Provider Awards, beating stiff completion from well-known banking groups.  |
| **Summary of Role** |
| The role is within our Depositary Operations team in our main office in the City of London. The role involves ensuring that INDOS Financial 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 several 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, the Depositary Analyst 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.  |

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| **Key Responsibilities** |
| 1. 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.
2. Maintain asset registers and undertake procedures to verify the fund’s ownership of those assets.
3. Undertake daily cash flow monitoring of fund bank accounts.
4. Ensure that funds are compliant with fund documentation and any issues are identified, logged and resolved in a timely manner.
5. Review drawdowns and distributions and ensure the expected procedures have been followed.
6. 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.
7. Prepare periodic client and fund board reports.
8. Assist with on-site visits to fund administrators and investment managers.
9. Work effectively within the team but show appropriate levels of initiative.
10. Facilitate open communication with Depositary team members and client staff members to identify any potential issues/improvements.
11. Assist the Depositary Manager with on-boarding of new clients and funds.
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| **Governance Responsibilities** |
| 1. Help to ensure that a strong governance culture is cultivated in the company that issues are escalated appropriately.
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| **Generic Staff Responsibilities** |
| 1. Comply with all INDOS corporate policies and procedures.
2. Alert senior management immediately of any significant changes to the effectiveness of the internal control environment.
3. Notify senior management of any material breach of ethical conduct.
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| **Experience / Skills** |
| 1. Experience – we are seeking a candidate with a minimum two years’ relevant financial services experience either in a fund accounting, depositary or audit environment and experience of private equity and/or real estate funds.
2. Broad funds exposure (i.e. rather than specialist experience within a functionalised environment).
3. The candidate will be numerate, and possess excellent written and oral communication and client service skills.
4. Degree educated with strong academic background.
5. Good computer skills, including Microsoft Office applications (Excel, Word, Outlook, Powerpoint).
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