



INDOS Financial Limited Job Description:

Depository Analyst (Private Equity, Real Estate and Debt funds)

Positions in London & Fareham, Hampshire

www.indosgroup.com

Company Profile

INDOS Financial is the leading independent provider of AIFMD depository services to alternative investment funds with offices in London and Fareham in the UK and Ireland.

We are a fast-growing company and since 2014 have successfully built up a client base of over 70 alternative investment fund manager clients and 115 funds representing more than \$25 billion of assets.

INDOS Financial was named Best Depository Solution in the 2016 & 2017 HFM Service Provider Awards, beating stiff competition from well-known banking groups.

Summary of Role

We have positions within our Depository Operations team in our main office in the City of London and office in Fareham. The role involves ensuring that INDOS Financial fulfils its responsibilities under the depository 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 daily 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 several client funds and carrying out reviews of those funds in a timely manner and in accordance with internal procedures.

The firm offers a competitive annual salary, annual performance based bonus, personal health cover, pension, 25 days holiday plus additional leave and financial contribution to support professional development/ training.

Key Responsibilities

Review periodic fund management accounts, in line with department defined timelines and procedures, to ensure they have been completed accurately and in accordance with the fund documentation.

Maintain investment asset registers and undertake procedures to verify the fund's ownership of those assets.

Undertake daily cash flow monitoring of fund bank accounts to ensure that all transactions are correctly authorised and in line with the normal operation of the fund.

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 and show appropriate levels of initiative and self motivation.

Facilitate open communication with Depositary team members and client staff members to identify any potential issues/improvements.

Active involvement in the on-boarding of new clients and funds.

Experience / Skills

We are seeking candidates 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.

Broad funds exposure (i.e. rather than specialist experience within a functionalised environment).

Degree educated with strong academic background.

The candidate will be numerate, and possess excellent written and oral communication and client service skills, and have a strong attention to detail.

Accountancy qualifications a distinct advantage whether qualified or part qualified, with the intention to complete the qualification process.

Good computer skills, including Microsoft Office applications (Excel, Word, Outlook, Powerpoint).