

<b>Role / Title</b>	Associate / Senior Associate
<b>Department</b>	Fund Services – Middle Office Operations
<b>Reporting To</b>	VP / Sr. VP
<b>Location</b>	Chennai
<b>Education Background</b>	Any Post Graduate
<b>Experience Range</b>	3-7 Years

<p><b>About Viteos Capital:</b></p>	<p>VITEOS is the one, bespoke fund administration solution for hedge funds and middle/back office support service provider for family offices since 15 yrs. Offering a full suite of services encompassing; fund administration, middle and back office outsourcing, operational support, software implementation and related services to hedges funds and family offices. VITEOS' strength is in its progressive, consultative approach to fund administration, creating customized solutions around fund administration and middle/back office outsourcing. Viteos is spread across 5 countries with 7 offices, close to 600 headcount.</p> <p>VITEOS is the one service provider applying best thinking to best practices, with a singular platform designed to deliver daily post trade processing and real time reporting to fund managers and family offices. Involved in Post Trade accounting and operations for Hedge Funds servicing over 200\$ billion under asset. Handling wide range of simple and complex OTC asset classes. VITEOS is changing the way fund managers and family offices rely on their service providers for operational support and reporting.</p> <p>For more details please visit - <a href="http://www.viteos.com">www.viteos.com</a></p>
<p><b>Job Description:</b></p>	<ul style="list-style-type: none"> <li>• Good knowledge of Capital Markets with 5+ years' work experience in Reconciliation (related to trade, cash, position, P&amp;L covering instruments like – forex, equity, options, derivatives, swaps)</li> <li>• Ensure / perform daily, monthly, cash P&amp;L and trade recon.</li> <li>• Involved in resolution of breaks – liaison with fund, counterparties, &amp; Prime Brokers.</li> <li>• Ensure error free and timely daily support/ deliverables.</li> <li>• Good knowledge of Bloomberg, Corporate Action, Pricing.</li> <li>• Liaison with internal and external customers for information</li> <li>• Ability to lead a team of Analysts.</li> <li>• Exposure to Hedge Funds will be an added advantage.</li> </ul>