

Role / Title	Private Equity - Senior Associate / Manager
Department	Fund Services - Middle Office Operations
Reporting To	AVP / VP
Location	Mumbai / Bangalore / Chennai
Education Background	Any Graduate / Post Graduate
Experience Range	5 - 10 yrs

<p>About Viteos Capital:</p>	<p>VITEOS is the one, bespoke fund administration solution for hedge funds and middle/back office support service provider for family offices since more than 15yrs. 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 8 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 pls visit - www.viteos.com</p>
<p>About Department:</p>	<p>Viteos is defining 'next-gen' fund administration. Viteos is redefining the approach to fund administration, creating a new benchmark as a "next-gen" administrator through the pursuit of excellence. Viteos' reputation and ability to deliver on a promise is achieved by living "best practices and constantly redefining the standard for all to meet".</p> <ul style="list-style-type: none"> • High degree of straight through processing • End to end fund administration services • Global delivery model encompassing 24 x 5 operations • Customized solution to meet dynamic needs specific to a fund • Daily Straight Through Processing - Month-end is just another day • Best of Breed technology - No spreadsheets • Independent Valuations using financial modeling tools • Broad Asset Class Coverage • Industry Best Practices • Partnership/Shareholder Accounting • Compliant with SSAE 16 Level II

Job Description:

- Knowledge of private equity fund structures designs & hierarchies, Special purpose vehicles, standalone funds, master-feeder funds and the role of each entity in the fund structure.
- Knowledge on the role of Investors' classes, GP class, carry class, Affiliated / Non-affiliated classes.
- Recording investors commitments and knowledge on accounting of initial/subsequent/late closings.
- Processing capital activities i.e. subscription, redemption, transfers, switches. Preparing call and distribution notices, wire details and related schedules. Processing and understanding the role of Master-feeder capital transactions.
- Responsible for booking trading and non-trading transactions and finalizing books of accounts.
- Preparation of monthly/quarterly NAV workbooks and economic allocations, knowledge on PNL rebalancing and European & American waterfall methods.
- Computation of management fees in various periods, preferred returns and carried interest computations.
- Knowledge of various ratios viz. Internal rate of return, Time weighted return, Investment multiple.
- Handling Investor reporting, Fund level reporting and ILPA reporting.
- Interacting with clients on various accounting/operational issues.
- Knowledge of Yardi / MRI PE Systems is a must.