



## **FUND ACCOUNTANT – FUND ACCOUNTING & OPERATIONS**

### **JOB SUMMARY**

This role encompasses all facets of fund accounting and operations. You will provide support and ensure smooth day-to-day fund and client portfolio accounting. You should possess at least 1 year of fund accounting or relevant work experience.

Location: City Hall / Bras Basah

Working Hours: 5-day work week, Mondays to Fridays, from 9.00 am to 6.00 pm with flexibility of WFH arrangements.

### **RESPONSIBILITIES**

- Perform the full spectrum of fund accounting operations, including performance reporting, NAV review, funds and investors subscriptions / redemptions, and annual regulatory reporting.
- Deal with various stakeholders such as fund administrators, transfer agents, custodians, brokers, bankers, auditors, tax agents, and internal departments.
- Prepare periodical reports and dashboards on fund valuation and performance using MS Excel.
- Process instructions for all fund trades and settlements in a timely manner
- Prepare and generate monthly investment and clients' asset portfolio reports using IRESS software.
- Assist with annual regulatory compliance and reporting.
- Assist with clients' ad hoc requests.

### **REQUIREMENTS**

- Minimum one year of experience in fund administration or the finance industry.
- Good knowledge of accounting / double entries, accruals, and prepayments.
- Proficient in MS Excel (comfortable with Index Match and IF functions).
- Degree in Accountancy / Finance / ACCA / CPA.
- Diploma holders with relevant working experience may be considered.
- Candidates with an interest in investments will be advantageous.

### **ABOUT YOU**

- You are meticulous, good at managing your time and able to multi-task effectively.
- You have a strong sense of ownership and display good problem-solving skill.
- You can work and communicate effectively with internal and external stakeholders.
- You are a driven self-starter who likes taking initiative to resolve issues and possess the ability to work independently with minimal supervision.
- You have the desire to learn about fund operations and investments, in particular fund of funds.



## **ABOUT HAWKS BURN GROUP**

Founded in 2011 and based in Singapore, the Hawksburn Group ([www.hawksburn.com](http://www.hawksburn.com)) is a multi-family office platform comprising of a MAS Licensed fund management company (LFMC). We manage discretionary pools of capital for Ultra High Net Worth Individuals, Family offices and Institutions. We also provide a full suite of services that our clients may call upon to manage their life affairs ranging from accounting, corporate services and tax solutions to global visa and travel services. The Hawksburn Group is an equal opportunity employer with a strong sense of work life balance. The successful candidate will have meaningful exposure to global finance market investments both public and private, while interacting with a truly global client base represented by large family offices and ultra-high net worth individuals.

Interested applicants may submit their updated CVs and cover letter to Ms Lisa Arsad at [jobs@hawksburn.com](mailto:jobs@hawksburn.com). We regret to inform you that only shortlisted candidates will be notified.