



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/\_565

19<sup>th</sup> May 2023

**Sub. Placement opportunity for MBA (Finance) students of USMS, GGSIP University of the batch passing out in 2023 in the company “Indus Valley Partners”**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for MBA (Finance) students of USMS, GGSIP University of the batch passing out in 2023 in the company “Indus Valley Partners” for your reference and circulation to students to apply on given link by **21<sup>st</sup> May 2023**:

**Registration Link – <https://forms.gle/5UDaUVtxqi46zfE6>**

**Name of Company -** Indus Valley Partners

**Job Title / Role:** Fund Accounting - Team Member

**Positions:** 5 (five)

**Location:** Noida

**CTC:** INR 4.5 LPA fixed

**Shift:** 1:00 PM to 10:00 PM

**Mandatory Qualification:** B.com/BBA + MBA Finance

JD attached for more information.

LAST DATE FOR REGISTRATION IS 21<sup>st</sup> May 2023.

**(Ms. Nisha Singh)**  
Training and Placement Officer,  
CCGPC, GGSIP University

<b>Job Description</b>	
<b>Job Title / Role</b>	<b>Fund Accounting - Team Member</b>
<b>Positions</b>	<b>5 (five)</b>

<p><b>About the Team – IVP</b></p> <p><b>Accounting Services</b></p>	<p>Indus Valley Partners (IVP) is a leading design &amp; technology solutions and services provider to Alternative Asset Managers around the world.</p> <p>Fund accounting team is currently looking for hedge fund accounting specialists to join our expanding team to support fund operations in Noida.</p> <p>The team is responsible for providing accounting and operational services to its clients, managing their internal books and records, and preparing data for reporting and NAV determination.</p>
<p><b>Key Responsibilities</b></p>	<p><b><u>You will be required to perform the following core activities</u></b></p> <ul style="list-style-type: none"> <li>● Perform accounting and operations work for hedge fund, credit and private equity clients</li> <li>● Perform daily reconciliation of accounts between Geneva and Custodian/Prime Broker</li> <li>● Prepare monthly financial reporting package for Hedge Funds, including the determination of "Net Asset Value" and prepare the Statement of Asset and Liabilities and Profit and Loss Statement</li> <li>● Ensure Fund income and expenses, including management and performance fees, are accrued for and are in accordance with relevant accounting standards (Calculation of Incentive Fee and Management Fee)</li> <li>● Accurate and timely processing of all capital activities including subscriptions, redemptions, transfers, rollups, capital commitments and calls</li> <li>● Cash Management - managing the daily cash flow of trades and monitoring fund cash-flows</li> <li>● Communicate the transactions associated with the fund(s) and work closely with internal and external clients to provide accurate and thorough accounting packages</li> <li>● Provide functional support on client configurations and data loads</li> <li>● Coordination with Internal/Cross Product Development Team for new features/changes</li> <li>● Sanity testing &amp; Replication of Clients Data</li> </ul> <p><b><u>You will also be participating in the following support activities</u></b></p> <ul style="list-style-type: none"> <li>● Coordination with support/development and technical teams on issues resolution</li> <li>● Updating tickets on client queries/issues on ticketing platform for</li> </ul>

	billing purposes and tracking escalations <ul style="list-style-type: none"> <li>● Communication with clients on emails/zoom/phone</li> </ul>
<b>Behavioral Competencies</b>	<ul style="list-style-type: none"> <li>● Good Analytical skills and a quick learner</li> <li>● Excellent Communication skills (Oral and Written both)</li> <li>● Ability to quickly understand and catch up on details with minimal information</li> <li>● Should have basic understanding of the domain under consideration, main players, current market scenarios etc.</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>● University degree or equivalent that required 2+ years of formal studies of Finance/Accounting principles</li> <li>● Well versed with all financial instruments (equities, bonds, loans, futures, options, forwards etc.)</li> <li>● Intermediate knowledge of MS Excel</li> <li>● Intermediate - MS PowerPoint and Word</li> </ul>
<b>Work-ex</b>	No prior work-experience is required
<b>Mandatory qualifications</b>	B. Com or BBA (M.Com or MBA - post grads preferred )
<b>Stakeholders this role primarily needs to interact with (internal and external)</b>	Internal – Fund Accounting team, Team Leads External – Clients including Hedge, Alternative Investment & Private Equity Funds