

**Firm**

ARGA Investment Management, LP, is an investment management company. It manages global equity portfolios on behalf of clients. The Firm has offices in Stamford (USA), London (UK) and Chennai (India). The firm identifies undervalued global securities and invests in them using a distinct and systematic investment process that seeks to generate superior long term returns for its clients.

Requirement

We seek suitable candidates to work in ARGA, Chennai Office under Operations function for Fund Accounting and Administration function at Gopalapuram, Chennai 86, Tamil Nadu, India

Qualification and Skills

1. MBA / M.Com / B.Com / C.A.-Inter qualified
2. Fresh Graduates / Post Graduates.
3. Must be fluent in speaking and writing in English
4. Ability to communicate effectively via phone and video conference with overseas office
5. Ability to multi-task and meet deadlines with eye for details
7. Working hours may require overlapping with US EST working time partly

Compensation:

- Commensurate to candidates- credentials
- Stimulating work environment

Responsibilities:

The business associate will be assisting in following functions:

1. Processing mandatory and voluntary corporate actions
2. Processing proxy voting adhering to client policies
3. Daily/monthly cash and asset reconciliations
4. Processing of management fees, performance fees, fee billing and receivables tracking
5. Preparing and reviewing client and regulatory reports
6. Processing of fee reimbursements and payables tracking
7. Verifying fund accounting and partnership accounting reports
8. Investor service and accounting
9. Maintaining soft dollars ledger and reconciliations
10. GIPS verifications, custody examinations and fund financials
11. Verifying and updating fund and composite return masters
12. Maintaining investment consultant databases, RFPs and due diligences
13. Processing fund fee invoices for payments
14. Preparing and updating process manuals regularly

For more information, visit www.argainvest.com

