



Question	Description
Position Vacant/Designation	<b>Manager –Finance &amp; Accounts</b>
Organization Name	<b>UNIFI CAPITAL PRIVATE LIMITED</b>
Company Profile	<b>Unifi Capital (P) Limited (UCPL)</b> is a SEBI Registered Portfolio Manager and is the investment manager to multiple SEBI registered <b>Alternative Investment Funds (AIF)</b> . The company is a member of NSE, BSE and is a CDSL Depository Participant. Established in 2001, UCPL is headquartered in Chennai with branches in Mumbai, Bangalore, Hyderabad and Delhi.
Job Description/ Responsibilities	<p><b>AIF related Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensuring the timely and proper upkeep and maintenance Books of AIFs.</li> <li>• Ensuring timely declaration of AIF monthly Net Asset Value (NAV) and timely delivery of various reports to the clients.</li> <li>• Regular liaison with Auditors, consultants, software vendors / developers for improving operations related functions.</li> <li>• Responsible for timely completion of Statutory Audit of AIF.</li> <li>• Handling of periodic inspections by regulators</li> </ul> <p><b>Finance and Accounts related Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Ensuring compliance with applicable regulations and process</li> <li>• Independent handling of GST compliance including returns filing and reconciliations for the group.</li> <li>• Assisting in timely and proper upkeep and maintenance of books of UCPL</li> <li>• Assisting in Statutory Audit and providing strong support in the Audit of UPCL.</li> </ul>
Desired Profile of the Candidate	<ul style="list-style-type: none"> <li>• Strong knowledge and working experience in areas of Accounting, Direct &amp; Indirect Tax.</li> <li>• Work experience in Capital Markets with knowledge of stock broking and SEBI regulations will be an advantage</li> <li>• Proficient in MS Excel, MS Word, MS Power-point.</li> <li>• Sound Analytical &amp; English Communication Skills - both verbal and written</li> </ul>



# UNIFI

Capital  
Pvt Ltd



Compensation Offered	As per Industry Standards
Locations of posting	CHENNAI
Reference, if any, that candidate must mention on application	Minimum – Two suitable references to be provided
Contact information	G Varthaman, Assistant Vice President
Email (to which resumes needs to be collected) Website	Email: <a href="mailto:varthaman@unificap.com">varthaman@unificap.com</a> , <a href="http://www.unificap.com">www.unificap.com</a>
Experience Required	3 to 5 years
Industry Type	Financial Services Industry (Preference will be to candidates with Capital Markets Exposure especially in operations)
UG, PG & PhD degrees	<u>Academic –</u> CA /CMA

For UNIFI CAPITAL PVT.LTD.

*[Signature]*  
Authorised Signatories

