



11, Kakani Towers, 15, Khader Navaz Khan Road, Chennai - 600 006 CIN: U67120TN2001PTC046392
Tel: 28331556, 28332733, Fax: 28332732 e-mail: info@unificap.com Website: www.unificap.com



S. No	Question	Description
1	Position Vacant/Designation	Deputy Manager –Finance & Accounts
2	Organization Name	UNIFI CAPITAL PRIVATE LIMITED
3	Company Profile	Unifi Capital (P) Limited (UCPL) is a SEBI Registered Portfolio Manager and is the investment manager to multiple SEBI registered Alternative Investment Funds (AIF). 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.
4	Job Description/Responsibilities	<ul style="list-style-type: none"> Ensuring the timely and proper upkeep and maintenance Books of UCPL. Revenue accounting and reconciliations with PMS Department. Ensuring timely completion of Bank Reconciliations. MIS on Fund flow of Group. Regular liaison with Banks/Financial Institutions/Mutual Funds for deployment/redemptions of funds and Handling MF, Bonds, FD, IPO & Exchange Margin etc. Handling Weekly Monthly Stock exchanges compliance and reports. Handling of Clients settlements. Independent handling of GST compliance, including returns filing and reconciliations. Payment of TDS/Taxes and support in TDS return filings. Support for Statutory/Internal/Exchange Audits and compliance.
5	Desired Profile of the Candidate	<ul style="list-style-type: none"> Strong knowledge and working experience in areas of Accounting, Direct & Indirect Tax. Work experience in Capital Markets with knowledge of stock broking and SEBI regulations will be an advantage Proficient in MS Excel, MS Word, MS Power-point. Sound Analytical & English Communication Skills - both verbal and written
6	Compensation Offered	As per Industry Standards
7	Locations of posting	CHENNAI



UNIFI

Capital
Pvt Ltd

8	Reference, if any, that candidate must mention on application	Minimum – Two suitable references to be provided
9	Contact information	G Varthaman, Assistant Vice President
10	Email (to which resumes needs to be collected) Website	Email: varthaman@unificap.com , www.unificap.com
11	Experience Required	3 to 5 years
12	Industry Type	Financial Services Industry (Preference will be to candidates with Capital Markets Exposure)
13	UG, PG & PhD degrees	Academic – Inter CA/CMA.

[Signature]

Authorised Signatory

