



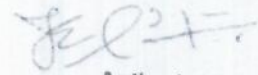
| S.N | Question | Description |
|-----|---|---|
| 1 | Position Vacant/Designation | Manager –Finance & Accounts |
| 2 | Organization Name | UNIFI CAPITAL PRIVATE LIMITED |
| 3 | Company Profile | Unifi Capital (P) Limited (UCPL) is a SEBI Registered Portfolio Manager (PMS) and is the investment manager 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, Kolkata and Delhi. |
| | Job Description/Responsibilities | <ul style="list-style-type: none"> Ensuring the timely and proper upkeep and maintenance Books of UCPL & AIFs. Assisting in Statutory Audit and providing strong support in the Audit of UCPL, AIF and its clients' accounts. Regular liaison with Auditors, consultants Responsible for timely completion of Internal and Statutory Audits. Handling of periodic inspections by regulators Handling of Direct and Indirect Tax & its compliance including reconciliations for the group. Ensuring timely and proper accounting for PMS and AIF clients' accounts. Ensuring proper accounting of Bond Investments, Redemptions, Interest accruals, valuations etc., Ensuring proper and timely billing and collection of charges, fees etc., Assisting in time declaration of AIF monthly Net Asset Value (NAV) . |
| 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 Working Knowledge in Ind AS is added advantage |
| 6 | Compensation Offered | As per Industry Standards |
| 8 | Locations of posting | CHENNAI |
| 9 | Reference, if any, that candidate must mention on application | Minimum – Two suitable references to be provided |



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| 10 | Contact information. | G Varthaman, Assistant Vice President |
| 11 | Email(to which resumes needs to be collected) | Email: varthaman@unificap.com , |
| | Website | www.unificap.com |
| 12 | Experience Required | 2 to 5 years |
| 13 | Industry Type | Financial Services Industry (Preference will be to candidates with Capital Markets Exposure especially in operations) |
| 14 | UG, PG & PhD degrees | <u>Academic –</u> CA /CMA |

Place : Chennai
Date : 03-03-2023

For UNIFI CAPITAL PVT. LTD.



Authorised Signatories