

S.N	Question	Description
1	Position Vacant/Désignation	<b>MANAGER – AIF OPERATIONS</b>
2	Organization Name	<b>UNIFI CAPITAL PRIVATE LIMITED</b>
3	Company Profile	<p><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, and BSE and is a CDSL Depository Participant. Established in 2001, UCPL is headquartered in Chennai with branches in Mumbai, Bangalore, Hyderabad, Kolkata and Delhi.</p> <p>Unifi manages assets over INR 20,000 crores across PMS and AIF platforms (domestic capital), and GIFT platform (overseas capital).</p>
4	Job Description/Responsibilities	<ul style="list-style-type: none"> <li>• Ensuring the timely and proper upkeep and maintenance of books of alternative Investment Funds managed by the company.</li> <li>• Ensuring timely declaration of AIF monthly Net Asset Value (NAV) and timely delivery of various reports to the clients.</li> <li>• Independently handling subscriptions &amp; redemptions</li> <li>• Strictly ensuring compliance with the AIF regulations, periodic reports submission to SEBI, Trustees, etc.</li> <li>• Working closely with legal advisors during new AIF launches viz. drafting and filing AIF applications, placement memorandum, contribution agreements, application forms, etc.</li> <li>• Handling of closures of AIF</li> <li>• Independent handling of GST compliance including returns filing and reconciliations.</li> <li>• Handling of periodic inspections by regulators</li> <li>• Handling of audits of AIF viz. Statutory and regulatory audits</li> <li>• Estimation and Payment of advance tax for AIF, filing of tax returns, etc.</li> <li>• Supervision of all activities associated with AIF.</li> </ul>





5	Desired Profile of the Candidate	<ul style="list-style-type: none"> <li>• In-depth, thorough, and updated knowledge of the entire gamut of accounting, audit, and taxation.</li> <li>• Hand-on experience in a managerial position in finance and accounts of 4 to 5 years post-experience experience.</li> <li>• Efficient team leadership and management skills</li> <li>• Excellent English Communication Skills - both verbal and written</li> <li>• Execution Excellence</li> <li>• Strategic Thinking Skills</li> <li>• Talent Nurturing, management, and development skills</li> <li>• Alignment with Firm Goals and Objectives</li> <li>• High level of personal competence and integrity</li> </ul>
6	Compensation Offered	On par with Industry Standards
8	Locations of posting	CHENNAI
9	Reference, if any, that the candidate must mention on the application	Minimum - Two suitable references to be provided
10	Email (to which resumes need to be sent)	hr@unificap.com
11	URL of home page	<a href="http://www.unificap.com">www.unificap.com</a>
12	Experience Required	Minimum 4 to 5 years of post-qualification experience.
13	Industry Type	Financial Services Industry. Candidates working in capital markets industry specifically with Alternative Investment Funds experience will be given a preference
14	UG, PG & PhD degrees	<u>Professional -</u> Chartered Accountant / Cost and Management Accountant



For UNIFI CAPITAL PVT. LTD.

*[Signature]*

Authorised Signatories

UNIFI CAPITAL PVT. LTD.

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