

Job code: OPS 001



Position: Executive

Department: Operations

Location: Mumbai

Primary Responsibility

Back office – Banking & Settlement

Role Responsibilities

- Checking of Bank Balances at various bank accounts, transferring the monies through RTGS between various bank accounts
- Review of various reports from custodian, fund accountant and R&T agent to prepare the cash flow of the various schemes for use by fund managers and send final cash flow to fund accountant for accounting.
- Settlement of various type of deals for equity and debt securities and maintain the funding and receipt of the transaction.
- Review of reconciliations prepared by external parties, investigating and resolving the outstanding entries.

Desired Profile and Skills

- Knowledge of capital market back office operations .
- Ability to handle large volumes and complete processing within given time lines
- Ability to learn new processes and requirements and being able to implement them quickly.
- Ability to work under pressure and stick to the process laid out to avoid errors.

Job Reporting

- Internal Departments such as investments, sales and customer services

Primary External Interaction

- Custodian and Fund Accountant
- Banks at different branches

Qualification & Experience

- Graduate in any discipline
- Experience in any financial services industry related to back office operation of investments including debt and equity (debt is preferable) for a period 3-4 years.
- Discipline to carry out the stated activities
- Learning ability and ownership of responsibilities are also important.

Interested candidates e-mail your resume with job code and position in the subject line to careers@taurusmutualfund.com