



## **Finance & Accounts Manager**

**Tamil Nadu Infrastructure Fund Management Corporation Ltd.** is a SEBI regulated AIF manager, set up by the Government of Tamil Nadu along with leading financial institutions. TNIFMC manages focussed Alternative Investments Funds in key sectors of the economy. These AIF's will provide risk capital to enterprises in the respective focus areas and will catalyse private sector investments for economic growth.

### **Ideal Qualifications and Experience**

- Master's degree / CA (Inter)/ICWA (Inter) with minimum 5 years' experience in fund administration and operations.
- Prior experience in coordination with statutory authorities for fund management.
- Prior experience in coordination with service providers (Registrar & Transfer Agents, Custodians, Banks, Auditors etc)
- Knowledge of Tally, Microsoft Excel is mandatory.
- Knowledge of regulatory environment including SEBI, GST, IT , RBI regulations would be beneficial.

### **Roles & Responsibilities**

#### **Financial Accounting**

- Preparation & maintenance of all Financial Statements and Books of Accounts of various Funds Managed by TNIFMC in coordination with RTA & FA and Auditors.
- Ensuring timely reporting of financial reports to various Institutional unit holders.

#### **Audit & Compliance**

- AMC Audit – Statutory/Internal/Special Audits Compliances and Fund Audit.
- Compilation of relevant SEBI Circulars on AIF and set up for SEBI Reporting and other compliance reporting in time.

#### **Fund Administration**

- Interactions with Registrar & Transfer Agents, Custodians, Banks, Consultants, Auditors and other stakeholders.
- Taking care of day-to-day operations of the various Funds including Valuation and calculation of NAV activity coordination.
- Issue Draw down notices & receive investment of funds from Investors as per Contribution Agreements.
- Deployment of Surplus Fund as per mandate of PPM of Each Fund and as per Investment Policy.
- Deployment in Portfolio Investments, Recognition of Income & distribution thereof, filing of TDS returns if any.
- Participation in preparation of MOP for Investments.
- Any other work that would be assigned by management of TNIFMC.



- Monitoring to ensure adherence to time in respect of Periodicals returns of Tax / SEBI compliances /IT compliances.

To apply please submit your resumes at [resume@tnifmc.com](mailto:resume@tnifmc.com) with the subject line of the email as “Application for the post of Finance & Accounts Manager” with a covering note.