



## **Finance & Accounts Manager**

Tamil Nadu Infrastructure Fund Management Corporation Limited (TNIFMC) is a SEBI regulated Alternative Investments Funds (AIF) manager, set up by the Government of Tamil Nadu along with leading financial institutions. TNIFMC manages focussed AIFs in key sectors of the economy.

TNIFMC is looking to recruit a Finance & Accounts Manager in Chennai.

### **Roles & Responsibilities**

#### **Financial Accounting, Audit & Compliance**

- Preparation & maintenance of all Financial Statements and Books of Accounts of TNIFMC and various Funds Managed by TNIFMC in coordination with RTA & FA and Auditors.
- Ensuring timely reporting of financial and MIS reports to the Management / Board / and Unit holders of the Funds.
- Meeting all statutory norms applicable (TDS, TCS, GST, etc) to various entities and employees.
- TNIFMC 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.
- Handling of vendors/purchase processes/administration.
- Handling all banking relationships and transactions.

#### **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.
- Any other work that would be assigned by management of TNIFMC.
- Ensure timely compliances with respect to Tax / SEBI compliances / IT compliances.



### **Desired Profile**

- Master degree / CA / ICWA with minimum 5 years' experience in Corporate Finance/ financial services / regulated entities.
- 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, eOffice, Microsoft Excel is mandatory.
- Experience in handling regulatory bodies including SEBI, GST, IT, RBI preferred.

### **How to Apply**

To apply please submit your resume at [resume@tnifmc.com](mailto:resume@tnifmc.com) with the subject line of the email as "Finance & Accounts Manager" with a covering note mentioning your motivation and capabilities.

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**Tamil Nadu Infrastructure Fund Management Corporation Limited**

R A Puram, Chennai-600 028.

[www.tnifmc.com](http://www.tnifmc.com)

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