

## **Finance & Fund Administration Manager (Full-time)**

We are looking for a self-starter with experience in management of finance or accounting keen to support fund management for investments in early-stage start-ups and commercialisation spin-offs. He/she works closely with the Senior Management in supporting investment execution and fund administration, with the opportunity to be exposed to direct investment management.

### **About the Job**

- Responsible for the full spectrum of financial accounting and reporting.
- Manage the month end closing process to achieve accuracy of financial accounts and ensure datelines are met.
- Support Investment team on MAS regulations and other compliance issues etc.
- Prepare the monthly, quarterly and annual closing statements, produce tax related documents and any ad-hoc duties assigned.
- Support the investment team and manage disbursement procedures from reviewing of legal agreements to submission of necessary documentation for disbursement.
- Follow up with investment team on the divestment/exit of the investments and assist in the required documentation and reporting/filing.
- Other functions deemed as necessary for fund management purposes

### **Requirements**

- A good degree in finance, accounting or its equivalent from a leading university.
- Certified Accountant qualification is required.
- Venture Capital and Fund industry experience preferred.
- Managerial experiences preferred.
- Strong analytical capability, with financial analysis and financial modelling skills.
- Self-motivated individual, able to work under tight deadlines in a dynamic environment with competing demands for resources.
- Enjoy and work well in a team environment.
- Strong written and verbal communication skills.
- Effective time management and prioritisation skills.
- Diligent, detail-oriented with a positive attitude.

**Only Singaporeans and PRs may send pdf resume and portfolio to [hr@tla.com.sg](mailto:hr@tla.com.sg).**