

Human resources

FO Job description

Department:	Accounting, Fund Services
Title:	Senior Fund Accountant
Level:	Senior Associate
Reporting to:	Vice President (with local support)
Contract type:	Permanent
Office	Dallas, Texas
Role Purpose:	Reporting into a Vice President, this role will primarily manage accounting, reporting, treasury, audit and tax functions of allocated private equity fund of funds (primary and secondary), direct investment funds, structured products, private credit funds and Luxembourg investment vehicles.
Tasks and responsibilities:	
<ul style="list-style-type: none"> • Oversee and review quarterly management accounts for Clients' managed funds on an accrual basis • Develop the presentation of the accounts in accordance with the Clients' corporate branding guidelines • Lead on Client reporting requirements, understanding the structure of the existing reports and Client deliverables • Oversee and maintain accounting records and ensure accuracy and completeness of data • Develop knowledge of Colmore's existing processes and procedures to ensure maximum effectiveness • Ensure timely and accurate year-end support files for annual audits are prepared, as required • Review draft annual financial statements in accordance with UK GAAP, US GAAP and Lux GAAP • Liaise with auditors and tax advisors to ensure delivery of completed "Provided by Client" lists and timely completion of audit and tax engagements • Manage, prepare and maintain performance returns for all funds in a timely manner • Document, maintain and update accounting procedures and templates • Complete and review jurisdictional regulatory returns as and when required • Develop a clear understanding of the cash management function of the funds • Liaise closely with other Colmore departments and Clients to ensure timely and accurate settlement of payments • Work with and provide support to the Treasury team as and when required, including but not limited to: reviewing bank reconciliations, Cash Management Reports, daily liquidity monitoring, invoice and payment releases • Involvement in wider team management and allocation planning • Training, development and potential management of junior team members • Involvement in RfPs for new prospects and successful onboarding of new clients • Any other duties commensurate with the nature and position of the post 	
Experience / background:	
<ul style="list-style-type: none"> • Professional accounting qualification essential • Private equity knowledge preferred but not essential • An understanding of fund/group structures • Extensive working knowledge in a similar environment, ideally financial services • UK or US GAAP working knowledge is essential and Lux GAAP is desirable but not essential • Experience with FIA (Front Invest Analytics) ideal, but not required • Excellent working knowledge of accounting databases/running reports • Competent user of MS Excel and other MS products 	

Language skills:

- English (fluent – oral and written)
- German (fluent – oral and written - desirable but not essential)

Competencies (apart from being a team player and self-starter):

- Forward thinking, creative, efficient, with a level of business acumen
- Excellent organizational, analytical, communication and interpersonal skills
- Flexible team player but equally able to work independently and with minimal supervision

Management of people:

None

Job specifics:

To be discussed

Compiled by: Leanne England**Date:** January 2018