

Operations & Compliance Manager

About Xponent Tribe

Established in 2022 by Sagar Arya and Akshay Jogani, Xponent Tribe (“XT”) is a lifecycle investment firm that practices long-term investing across listed and private equities. The founders have experience and a strong track record across the spectrum of investing including venture capital, private equity, distressed debt and equity, listed equities, in Industry leading organizations.

Role

XT is currently hiring for an Operations and Compliance position. The role will be based out of Mumbai to start with but can be remote after the first few months.

Responsibilities include

- Manage the entire PMS operations
- Managing all operations and compliance work spanning SEBI regulations
- Coordinating with bank, fund accounting and custodian for daily reconciliation and queries
- Handle trade allocations, settlement, and other EOD activities
- Periodic reporting
- Account opening and management
- Accounting of firm's financials and client's performance
- Overseeing the audit of the firm and its clients as well as attending to existing client queries
- In addition, the said person will be involved in firm-level activities including but not limited to certain administrative as well as vendor management activities

The ideal candidate should

- Have 2-5 years of experience in related activities / similar roles (operations and/or compliance) and setups before (small to mid-sized funds /PMS / MFs)
- Be capable of working in an unstructured work environment with minimum supervision
- Have good written and oral communication skills
- Have knowledge of SEBI regulations for PMS and AIF
- Be highly self-driven and motivated with the ability to work in small teams

If interested, please write to us at contact@xponentribe.com