

## **Position Description for an Investment Operations Associate**

### **About Nipun Capital, L.P.**

Nipun Capital is a specialty asset management firm focused on Emerging Markets equities. The firm was founded in late 2011 by a senior team from Barclays Global Investors (now part of BlackRock). We believe that investment success is based on applying fundamental and behavioral insights within a systematic investment framework. Our competitive edge lies in our focus on alpha extraction using local insights, disciplined risk management, the depth of our team and commitment to innovation. The firm's Partners have worked closely together for over 15 years and have 60+ years of combined investment experience. We partner with prominent institutional investors globally including public and corporate pension funds, endowments, foundations, sovereign wealth funds and family offices to help them exceed their long-term investment objectives. Nipun is growing rapidly and now manages long-only and long short, systematic strategies.

### **Position responsibilities**

Nipun Capital is looking to hire an Investment Operations Associate. The role is one of investment decision support, administrator oversight, compliance, regulatory and tax reporting, client reporting, management information support and product development support. The job involves:

- Perform month-end close process including NAV sign offs, accruing expenses, fees, etc. as applicable. Review investor statements monthly to ensure correct fee computation
- Oversee life of a trade and troubleshoot issues (trade notification to external parties, review daily reconciliations, resolve trade breaks, etc.)
- Managing cash and treasury functions, FX and beta exposure
- Coordinate annual audit working closely with the administrator and auditor
- Coordinate preparation of the K1s for the Onshore Feeder Fund
- Work closely with external counsel and counterparties to ensure that the Fund is compliant with changing regulations. Assist with SEC registration, Form PF etc.
- Manage portfolio financing - monitor borrow cost, leverage, margin, counterparty exposure, fund expenses

The position offers an opportunity to work in a very entrepreneurial environment with a highly regarded and experienced team. You will have the opportunity to work closely with the investment team and expand your role to include product development.

## NIPUN CAPITAL, L.P.

### Qualifications

The ideal candidate will have:

- 2+ years of relevant experience, ideally with an administrator or an emerging markets fund
- An attention to detail and the ability to prioritize and manage multiple tasks in a dynamic deadline-oriented environment
- Knowledge and familiarity of emerging markets
- Experience in onboarding and dealing with clients
- Experience with an audit firm and knowledge of tax issues would be a plus
- Programming experience in Python and knowledge of Pandas would also be a plus

### Resume submission

If you are interested in applying for this position, please send your resume to **recruit@nipuncapital.com** with a subject line of 'Investment Operations Associate at Nipun Capital' and your name.

Nipun Capital is an affirmative action/equal opportunity employer.