

Job Title: Client Fund Accountant

Business Area: Finance

Reports to: Associate Director

Operating Company: NCM Fund Services Limited

Job Summary:

NCM is a fast growing fund administration company based in Edinburgh that offers a suite of services for fund managers investing into unlisted assets (predominantly property and private equity). NCM is owner-managed with 35 employees and a turnover of over £4.0m. Over the last three years, it has grown extremely rapidly and now has well over 200 clients and a strong pipeline that will fuel further growth.

NCM Fund Services are looking for an outgoing, highly motivated soon to be qualified or recently qualified accountant who can join our client teams and take the lead on a number of NCM's clients and deliver an excellent level of service to these clients. They should be comfortable using their initiative when required and enjoy the challenge of new learning experiences.

The successful candidate would be working within the finance team. They will be responsible, both personally and as part of the wider team, to liaise, work and deal directly with clients to deliver a bespoke service to a number of NCM's clients.

1. Key Job Deliverables/Responsibilities:

Working with an Associate Director the successful candidate will be responsible for specific client relationships through the delivery of a bespoke financial service to a number of NCM's clients including management accounts and other financial reporting. This will entail board level discussions with the fund or fund management group, and also with the Audit /tax partners.

2. Job/Role Competencies:

Preparation of quarterly management accounts and forecasting for clients, discussing with them directly as required.

Liaising with fund managers in relation to investor capital calls and drawdowns, actioning if and when required - including forex transactions.

Ensuring that all accounting and performance reports are both accurate and timely.

Preparing fund drawdown, equalisation and distributions calculations. Communicating directly with investors regarding these calculations and also their tax returns and annual accounts as required.

NCM Fund Services Limited

7 Castle Street, Edinburgh, EH2 3AH Tel +44 (0) 131 603 7020

www.ncmfundservices.com

Preparation of Statutory Trust, Small Company, Limited Liability Partnership and Limited Partnership accounts ensuring all the disclosures are correct. Liaising with auditors and tax advisers during preparation and arranging timely filing.

Preparation and submission of VAT returns and compliance with relevant regulations and deadlines.

Review of monthly bank reconciliations, client invoices, expense reports and payment authorisation prepared by an Assistant Accountant.

Provide appropriate challenge to clients and auditors to ensure good governance and best practices for each fund that NCM administers.

Ensuring that procedures, practices and systems are operated, maintained and developed to properly control the client side of the business and ensure all systems are adequately documented.

A limited amount of travel within the UK should be expected.

3. Previous Experience/Qualifications:

Recently or soon to be qualified accountant ideally with experience in financial services.

Enthusiasm to learn and confidence to deal with all levels of seniority.

Experience in fund accounting, statutory accounts for limited companies and partnerships.

Experience in preparation of management accounts including dealing with third parties to ensure the financial information contained within the accounts is complete.

Experience in property fund or private equity accounting would be especially relevant.

Experience in Excel, Word, Investran and Sage Line 50.

FCA regulatory experience is not necessary.

NCM encourages personal development and provides support for gaining further qualifications as required in this role.

Please send CV and covering letter to Douglas Graham, Finance Director:

Douglas.Graham@ncmfundservices.com

Tel 0131 603 7024 / 0131 603 7020

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