

## Account Manager - Closed Ended Funds

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Company: Tanqeeb

Location: Manama

Category: business-and-financial-operations

### About Apex

The Apex Group is a global financial services provider with 10, staff across 70+ offices globally. We look to recruit bright, articulate and numerate employees who are not afraid of a challenge and are prepared to work hard and love what they do.

Every employee plays a part in making Apex who we are today and the more that we grow, the more important that becomes. Whatever your career path or specialism Apex provides a global platform to allow you to thrive.

### The Role & Key Responsibilities:

The Account manager is responsible for leading and supporting his/her team of fund accountants and ensuring high performance. He/she is expected to build and sustain excellent client relationships as well as deliver outstanding client service. Job role will include but not limited to the below mentioned items:

Provide leadership;

Take responsibility for the quality of the team's output;

Work with other Team Managers and the Senior Team to achieve all service delivery objectives whether internal or external;

Prepare and/or review of management, interim and audited accounts for all the section's clients;

Oversee the planning of annual audits and liaise with clients to establish timetables for the receipt of valuations and advisers reports and other relevant information;

Review work performed by members of the team and provide regular feedback and training;

Oversee the preparation of carried interest and other calculations in accordance with the fund documentation;

Ensure that the NAV calculations for the funds is correct;

Set up the funds as per prospectus when launched or migrated from other administrators;

Act as a Signatory and review payments processed by the fund accountants as per client's request;

Motivate and empower junior accountants by building their capabilities;

To provide cover to other sections in times of need;

Manage, train, and develop junior team members;

To assist with all aspects of general administration of clients;

Internal controls and monitoring of the SSAE18 projects;

Punctuality and work ethics.

### **Skills Required:**

Academic background with desirable qualifications/certifications in Accounting / Finance;

Minimum 7-10 years of industry experience;

Ability to reflect and review actions;

Good knowledge in Arabic is required;

Self-motivated and able to motivate the team;

A confident manner and the ability to use appropriate styles of communication with your clients;

An ability to work under pressure;

Think creatively and deliver pragmatic solutions;

Strong IT skills;

Possess personal qualities of integrity and discretion;

Proficient knowledge on Microsoft excel, PowerPoint, word etc.

**What you will get in return:**

A genuinely unique opportunity to be part of an expanding large global business;

Exposure to all aspects of the business, cross-jurisdiction and working with senior management directly;

Work with interesting clients;

Competitive package commensurate with skills and experience.

**Additional information:**

We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependants, physical or mental disability. Any hiring decision are made on the basis of skills, qualifications and experiences.

We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society and the planet.

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