



Head of Operations

Functional Group: Operations
Reporting to: Chief Operating Officer
Campus Location: Stamford, CT
Compensation structure: Salary plus discretionary bonus

Who We Are

Almas is an investment technology and management firm focused on the utilization of advanced analytical methodologies and technologies to deliver innovative investment returns to its clients. In order to keep ahead of the market, we continue to seek best-in-class talent across all disciplines for our main campus in Stamford CT and our forthcoming offices in Bahrain, Dublin and Singapore.

Role Description

Reporting to our COO, the Head of Operations position is accountable for managing operations strategy for the Investment made with external managers, providing leadership and guidance to the team. Overall accountability for the operations and administration of key strategic initiatives, including expansion into new products and services, designed to mitigate risk and enhance the accuracy of the investment's reported financial results.

Responsibilities

- Assist in the review and reconciliation of the daily accounting, pricing, NAV reports provided by the administrator for various funds and SMA
- Review and analyze monthly report and ensure all calculations provided to Partners are accurate and consistent with trades that were performed.
- Review administrator NAV pack and prepare procedures for funds and ensure the information reported is consistent.
- Review, Monitor and ensure that subscriptions and redemptions are accurately and timely basis.
- Review and analyze statements for open funds, closed funds, and managed accounts to be distributed to Partners and shareholders.
- Review and analyze expense budgets and expense projections for funds. Ensure fund expenses are in line with projections.
- Manage due diligence reviews with intermediary partners - assessments of third parties through phone interviews and onsite visits.
- Understanding of fund compliance policies and regulatory changes.
- Establishing a plan for new fund setups and dissolution etc.
- Coordinating, managing and monitoring the external audit process in conjunction with administrator and auditors.
- Manage stakeholders in the firm and assist COO in all projects and reporting etc.

Required Skills & Experience

- Bachelor's degree in Accounting or related field
- CPA a plus
- 6+ years' experience in Accounting or Back Office Operations working for a Prime Broker, Administrator, Hedge Fund, Mutual Fund, Investment Advisor or Financial/Retirement Planner
- Knowledge of partnership accounting, private equity experience a plus

The Almas group of companies is an Equal Opportunity Employer and complies with applicable, local, state and federal laws on the subject of equal employment opportunity.



- Knowledge of US GAAP
- Prior experience with various products including equities, fixed income, futures, FX and structured products etc.
- Ability to work under pressure and manage tight internal and client deadlines
- Strong communication skills, including written, listening and presentation abilities
- Solid attention to detail and client relationship management skills

Method of Application: Send resumes to careers@almascapital.com