

Job Specification: Junior Associate - PERE Accounting**Company Overview**

Centaur is a specialist alternative investment fund administrator founded in 2009 which provides its services to high profile investment funds. Centaur has a strong pipeline of new business and expects its growth to continue in all locations. Centaur's ethos is focused entirely on the quality of service and accountability it can offer its clients.

Centaur is seeking energetic and ambitious individuals who are interested in furthering their career in an entrepreneurial environment with an experienced management team. These demanding roles call for professionals who are enthusiastic to be part of a team that will help Centaur continue its progression to becoming a leading service provider.

Role Brief

The Junior Associate - PERE Accounting will be responsible the day to day administration of investment funds in relation to Private Equity, delivery to clients, and assisting members of the team including but not limited to the following:

- △ Ensure accurate and timely calculation of net asset values ("NAVs") for investment Funds ("Funds")
- △ Understand the accounting and reporting obligations indicated by incorporation documents of the Funds
- △ Preparation of schedules related to Fund processes, such as calls, distributions and waterfall calculations
- △ Assist the audit process related to Funds, including the preparation of annual financial statements with the necessary supporting information
- △ Ensure completion of internal and external deliverables
- △ Maintain a good relationship with clients

Role Requirements:

- △ A university degree (B.A./ B.Sc./ M.B.A.) in Business (preferably specializing in accountancy or another financial-related discipline)
- △ High level of accuracy and attention to detail
- △ Strong proficiency in the use of Microsoft Office, including Excel
- △ The successful candidates will be self-motivated and will show an ability to work in a demanding and progressive environment

Please send the CV to **Eden.OHara@centaurfs.com**, **hr@centaurfs.com** and **adina.keliskyzy@centaurfs.com**.