



JOIN OUR TEAM IN PUNE, INDIA

Risk Governance Associate (Apex Pune, India)

About us:

Apex Group Ltd., established in Bermuda in 2003, is a global financial services provider. With over 45 offices worldwide and 4,000+ employees, Apex delivers a broad range of solutions to asset managers, capital markets and private clients. The Group has continually improved and evolved its service suite to include fund administration, middle office, banking, depositary, custody, corporate services plus HR and payroll solutions. Apex administers over \$650 billion in assets globally. We look to recruit bright, articulate and numerate personnel who unafraid of a challenge and are prepared to work hard and love what they do. We provide an internal training and evaluation programme that will ensure you are equipped with the right experience and qualities to work with Apex's clients.

Apex India employs top quality **staff** with accounting and/or auditing, and legal expertise. The team focuses on the provision of corporate services with a professional and personalised touch to corporate clients worldwide.

Due to the growth of our business, we are looking for highly motivated and ambitious individual to join our team in **Pune**.

Summary of role:

To work collaboratively with other members of the Corporate Solutions Global Team and Global Governance, to assist in leading data analysis, interpretation, and presentation of findings to mitigate risk concentration and maintain robust corporate governance reporting. This, in accordance with applicable policies and procedures, regulatory requirements, service levels and company standards to further strengthen safeguards.

As with any role level within our business, we are dedicated to the development of all staff.

Job Specification

- Communicates written and verbal information to multidisciplinary stakeholders
- Strong analytical and time management skills
- Ability to prioritize, work on multiple assignments and manage ambiguity
- Act as the Central coordinator of risk and governance information across offices
- Manage various trackers and data flow from offices
- Perform analysis and reporting of key Governance trackers, projects, including reporting of the results to relevant stakeholders
- Track implementation of recommended processes designed to strengthen internal controls
- Deal with any other general matters as may be required from time to time, including support of support ad-hoc teams
- Compiling and distribution of a full board pack to key stakeholders in advance of board meetings
- Updating and maintaining relevant risk governance documents as deemed appropriate

Key competencies:

- Encompassing data analysis and interpretation
- Intermediate to advanced Excel knowledge (pivots, lookups, graphs) and lateral thinking of how best to present summary findings
- Ability to work as part of a team
- Ability to learn, including absorb and retain information quickly
- Ability to present ideas in user-friendly, business-friendly and technical language;
- Self-motivated
- Proven analytical and problem-solving abilities
- Ability to effectively prioritise and execute tasks in a fast-paced environment

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- Exceptional communication and customer service skills
 - Experience working in a team-oriented, collaborative environment
 - Good standard of oral and written communication skills
 - Good interpersonal skills
 - The ability to work within allocated deadlines and according to instructions and Company procedures
 - Clearly and appropriately communicate with colleagues, third party service providers and clients
 - Excellent English – verbal and written

Desirables:

- Ideally studying towards a professional qualification (legal / business administration studies)
- Good working knowledge of Word, Excel, Outlook with the ability to learn other relevant systems and use of all other office equipment
- Ability to multi-task, prioritise workloads and manage timescales
- Attention to detail and accuracy

What you will get in return:

- A role-specific, structured training and induction programme
- A genuinely unique opportunity to be part of an expanding large global business
- Exposure to all aspects of the business, cross-jurisdiction and to working with senior management directly
- Great opportunity to communicate with (native) English speaking colleagues on a daily basis, internationally
- Friendly work atmosphere and positive environment with great work-life balance
- Competitive market adjusted salary

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.

Apex Fund Services LLP
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Blueridge,
Hinjewadi Phase I, Pune 411045,



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.

For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>

Package:

6.25 LPA (INR) per annum

Interview Details :

Round 1 – Technical

Round 2 – Technical

Round 3 – HR