



# HAWKS BURN

## **SENIOR FUND ACCOUNTANT/ FUND ACCOUNTANT – FUND ACCOUNTING & OPERATIONS**

### **JOB SUMMARY**

This role encompasses all facets of fund accounting and operations. You will provide support and ensure smooth day-to-day fund and client portfolio accounting. You should possess at least 2 years of fund accounting or relevant work experience.

Location: City Hall / Bras Basah

Working Hours: 5-day work week, Mondays to Fridays, from 9.00 am to 6.00 pm

### **RESPONSIBILITIES**

- Manage the full spectrum of fund accounting operations, including NAV review, performance reporting, investor subscriptions and redemptions, and annual regulatory reporting.
- Liaise with internal and external stakeholders, including fund administrators, transfer agents, custodians, brokers, banks, auditors, tax advisors, and internal teams.
- Prepare periodic fund valuation reports, performance analyses, and dashboards using MS Excel.
- Ensure timely and accurate processing of fund trades, settlements, and related instructions.
- Generate monthly investment reports and client portfolio statements using Addepar.
- Support annual audits, regulatory filings, and compliance-related matters.
- Respond to client queries and support ad hoc requests in a timely and professional manner.

### **REQUIREMENTS**

- Bachelor's degree in accountancy, Finance, or a related discipline; ACCA/CPA qualifications or progress towards certification is an advantage.
- Minimum 2–4 years of relevant experience in fund accounting, fund administration, or the financial services industry (candidates with more experience may be considered for senior roles).
- Solid understanding of accounting principles, including double-entry bookkeeping, accruals, and financial reporting.
- Familiarity with private equity, structured products, and hedge funds will be an advantage.
- Proficient in MS Excel (e.g., INDEX/MATCH, IF functions; knowledge of PivotTables or VBA is a plus)



## **ABOUT YOU**

- Meticulous, organized, and able to manage multiple tasks effectively in a fast-paced environment.
- Strong sense of ownership with a proactive and problem-solving mindset.
- Effective communicator with the ability to collaborate across teams and with external stakeholders.
- Self-motivated and able to work independently with minimal supervision.
- Keen interest in fund operations and investment products, particularly fund of funds. You can work and communicate effectively with internal and external stakeholders.
- You are a driven self-starter who likes taking initiative to resolve issues and possess the ability to work independently with minimal supervision.
- You have the desire to learn about fund operations and investments, in particular fund of funds.

## **ABOUT HAWKS BURN**

Founded in 2011 and based in Singapore, Hawksburn is a multi-family office platform comprising that includes a Monetary Authority of Singapore (MAS) - Licensed fund management company (LFMC). We manage discretionary pools of capital for Ultra High Net Worth Individuals, Family offices and Institutions. We also provide a full suite of services that our clients may call upon to manage their life affairs ranging from accounting, corporate services and tax solutions to global visa and travel services. Hawksburn is an equal opportunity employer with a strong sense of work life balance. The successful candidate will have meaningful exposure to global finance market investments both public and private, while interacting with a truly global client base represented by large family offices and ultra-high net worth individuals.

Interested applicants are invited to submit their updated CV and cover letter to Ms Lisa Arsad at [jobs@hawksburn.com](mailto:jobs@hawksburn.com). We regret to inform you that only shortlisted candidates will be notified.