



Hedge Fund Operations Associate – New York, NY
1H 2018

Inherent Group was founded in 2015 and is a registered investment adviser managing a hedge fund and other investment vehicles. We are looking for a highly capable and flexible associate who can support our COO/CCO, CFO, and PM.

This is a unique opportunity for the right person to learn and help drive the non-investment-management functions of the firm. This role will support fund operations, including trading-related matters, reporting, accounting, and selected investor relations functions in a dynamic, growing business.

An Ideal Candidate Would Have:

At least 3-5 years of experience at an investment manager or other financial institution, including:

- Excellent skills analyzing and presenting financial information, both quantitatively and qualitatively
- Advanced technical skills particularly in Excel, along with ability to work in Powerpoint and Word to generate investment and other materials; bookkeeping experience a strong plus
- Ability to learn and master new platforms rapidly
- Ability to work with large amounts of data
- Strong willingness and ability to manage multiple projects, multi-task, and prioritize
- Strong teamwork skills, ability to liaise and work with multiple people to accomplish goals
- Extremely high attention to detail
- Polished and professional communication skills, both oral and written

Representative Responsibilities:

- Support the daily operational processes of the fund including reconciliations, P&L reporting, margin requirements, and managing cash balances
- Assist with month-end processes for the fund, including valuation issues, review of NAV, and investor reporting
- Produce and monitor portfolio reports for risk management and for investor reporting, in collaboration with the CFO
- Maintain CRM system to assist with marketing and investor relations
- Responsible for administering a number of data- and process-driven parts of the IR operations effort

Educational Requirement:

- Bachelor's degree

If interested, please send a brief cover note and resume to info@inherentgroup.com.