

NOW HIRING

# Fund Controller



CIRCULATE CAPITAL

Circulate Capital is an investment management firm dedicated to incubating and financing companies that prevent ocean plastic and advance the circular economy. The Circulate Capital Ocean Fund is the firm's flagship fund, which focuses on the prevention of mismanaged plastic waste in countries located in South Asia and Southeast Asia, regions that contribute disproportionately to ocean plastic pollution.

Founding investors include PepsiCo, Procter & Gamble, Dow, Danone, CHANEL, Unilever, The Coca-Cola Company, Mondelez and Chevron Phillips Chemical Company LLC. To learn more, please visit [our website](#).

## **Circulate Capital seeks an experienced Fund Controller to join our Finance & Operations team.**

This is an ideal position for someone with an appetite for professional growth with a rapidly expanding fund management platform focused on addressing environmental challenges through venture investments. The Fund Controller will be closely working with the Director, Fund Controlling & Operations and the Finance team, initially focusing on traditional fund financial and operational responsibilities with the opportunity to contribute to more strategic initiatives. The individual will partner with local counsel, fund administrator, and auditing and tax advisory firm for ongoing operational support of our fund entities.

Fund accounting experience is essential. Exposure to the venture capital or private equity sector is strongly preferred, as is experience working with Singapore-based funds and the Monetary Authority of Singapore (MAS).

## **LOCATION AND REPORTING LINE**

This is an existing, full-time role reporting to the Director, Fund Controlling & Operations. The location is Singapore.

## **KEY RESPONSIBILITIES**

- ▶ **Accounting Management and Oversight:** Manage all fund accounting activities, including preparing asset and fund level investment performance data, liquidity management, capital calls and distributions, and banking and treasury management.
- ▶ **Financial Reporting:** Ensure the accuracy and timeliness of all financial reporting for the funds and its affiliates, including reporting to the investment manager, fund investors (LPs), LPAC reporting, quarterly reports, annual reports, and managing financial covenants.
- ▶ **Compliance and Legal Matters:** Ensure the funds compliance with relevant regulations and legal requirements. Collaborate closely with the legal and compliance team to adhere to securities laws, reporting obligations, and investor disclosures.
- ▶ **Investment Servicing:** Manage the investment servicing system to effectively track fund investments and servicing schedules, including calculating interest and principal due, assessing the fair value of holdings, and integration with fund administrator and auditor records. Additionally, prepare and manage invoices for investments and track all payments made.
- ▶ **Audit and Vendor Management:** Contribute to the audit process for the funds and affiliates. Collaborate with auditors, third-party contracts, and counsel related to financial, accounting, tax, and administrative management. This includes managing relationships with providers of payroll services, corporate tax services, investment valuation services, and fund administration.
- ▶ **Investor Relations:** Maintain strong and positive relationships with investors, providing regular updates on the funds performance, addressing investor queries, and managing investor reporting and communications.
- ▶ **Operations:** Take charge of continuous operational improvement projects and processes to enhance efficiency and effectiveness within the organisation.

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## KEY RESPONSIBILITIES (cont'd)

- **Project Management:** Contribute to projects related to the development of the company's fund management platform, ensuring successful implementation and utilisation.
- **Fund Platform Development:** Support in establishing future funds and carrying out fundraising, closing, and onboarding activities as the fund platform expands and grows.

## KEY COMPETENCIES

### Experience

- Minimum **three years of accounting experience**.
- Experience in **audit and/or tax** is highly valued.
- Experience working within a **global, multicultural team**; international exposure is a plus.
- Strong background in **financial analysis**, reporting, and compliance.

### Technical Skills

- **Accounting Standards:** Proficient in SFRS / IFRS.
- **Regulatory Compliance:** Familiarity with compliance regimes, including MAS regulations and international anti-corruption policies.

### Core Competencies

- **Financial Acumen:** Ability to analyze financial and operating data, providing insightful analytical perspectives.
- **Detail-Oriented:** High accuracy in financial reporting and documentation.
- **Analytical Thinking:** Strong critical thinking and problem-solving skills.
- **Project Management:** Proven ability to manage multiple priorities in a fast-paced environment.
- **Independence & Collaboration:** Capable of working independently while effectively collaborating within a team.
- **Communication Skills:** Ability to communicate across varied audiences with an active listening approach.
- **Adaptability & Initiative:** Agile, curious, and solution-oriented with a proactive, can-do attitude and an entrepreneurial mindset.

### Language Requirement

- **Excellent command of English** (written and spoken) is required.

## WHAT WE OFFER

- **Competitive Compensation:** A competitive salary and benefits package.
- **Professional Growth:** Opportunities for professional development and career growth.
- **Innovation and Improvement:** Engage in project management and continuous improvement processes.
- **Collaborative Environment:** A supportive and collaborative work culture.
- **Dynamic Growth:** The opportunity to be part of a dynamic and growing company dedicated to making a positive environmental impact.

## HOW TO APPLY

[Click here to apply directly.](#) We are actively creating a workplace where authentic communication, collaboration and inclusion enable people to become their best selves both personally and professionally while having a career with purpose and impact. Circulate Capital is an Equal Opportunity Employer.