

## Role Profile: Management Trainee – Finance Operations

EPIC Investment Partners (“EPIC”) is an independent investment, advisory and administration firm established in 2001. We have four business lines, Capital, Administration, Markets and Advisory.

Our integrated approach supports companies, entrepreneurs and investors by providing access to capital, advice and administration services. We are a client-centred, collegiate team for whom intellectual integrity and honest, considered decision making are the guiding principles

We are looking for a Management Trainee to support our finance function, who will contribute to the business’s success by handling international accounts. The incumbent is expected to be a self- starter, who can work with minimal supervision, and will be working in a dynamic, fast- paced environment.

Reporting to the Manager – Accounts payable/Operations, the Management Trainee will have responsibility for the following key areas:

### Role description and responsibility overview

- *Daily internal reporting*
- *Email monitoring– overseeing communications received from clients and team members.*
- *Reconciliations*
- *Managing client calls*
- *Highly analytical*
- *Good knowledge of Accounting.*

### IT Systems requirements

- *Good MS excel knowledge.*
- *Email writing skills*

### Candidate profile

- *MBA/Business Graduate with Finance Background.*
- *Proficiency in English communication both verbal and written*
- *Communicates clearly and concisely*
- *Focused on internal and external client needs*
- *Calm and focused under pressure*
- *Delivers on commitments with a sense of urgency*
- *Works with the utmost integrity, does the right thing*
- *Structured thinker, anticipates and solves problems*
- *Builds positive working relationships with energy*

### Location / Hours

- *Noida.*
- *Shift timings: 1330 hours to 2200 hours & 1130 hours to 2000 hours\*.*  
*\*(Only for female employees)*

## About EPIC Investment Partners

EPIC Investment Partners is an independent investment, advisory and administration firm established in 2001. We are a global operation with 250 employees across four business lines, Capital, Administration, Markets and Advisory. The group operates from multiple locations – India, United Kingdom, Guernsey and Ireland. Our integrated approach supports companies, entrepreneurs and investors by providing access to capital, advice and administration services.

### Capital (Private Equity, Credit, Early Stage and SPACs)

We believe that private capital investing requires patience and flexibility, combined with active and aligned investment management. Our investment vehicles are designed to provide long-term capital whilst offering liquidity to our investors. We have invested in over 50 companies at every stage of development encompassing start-up, growth capital, buyout and special situations, deploying up to £30m into each deal. Our specialist credit investment platform is focussed on leveraged, stressed and distressed corporate credit.

### Administration (Corporate and Fund Services)

We provide full-service outsourced accounting, administration, fund services and legal and public notice advertising with global coverage. Our clients include large-scale asset managers, public and private companies, private equity firms, start-up funds, family offices and charities. Our extensive expertise and commitment to providing practical solutions helps clients achieve their financial and operational goals through enhanced efficiency and access to innovation.

### Markets (Fund Management)

Our fund managers offer innovative investment products across traditional and alternative asset classes, encompassing specialist fixed income and a diversified range of equity, alternative and multi-asset funds with global perspectives. We also offer discretionary fund management to FCA regulated firms on an "agent-as-client" basis. Our team has decades of investing experience developed at some of the leading names in asset management and investment banking. We have a strong track-record of delivering performance.

### Advisory (Corporate Advisory and General Partner Services)

We provide discreet and independent advice to help our clients achieve their goals, leveraging our buy-side experience to bring a deep understanding of the motivations of investors. We advise companies, management teams and shareholders on capital raising, mergers and acquisitions and other specialist transactions. We help general partners structure and establish funds and raise capital from institutions worldwide. We have particular expertise in the secondary sale and restructuring of fund assets.