



With new funds demonstrating their ever increasing complexity, the back office is becoming integral to a Private Equity Manager's success. As the global investment landscape evolves, so too does the fund administration industry and keeping pace is a priority.

Capita Financial Group, Specialist Fund Services provides flexible, tailored and bespoke Fund Administration Services for Venture Capital Trusts (VCTs), Private Equity Fund Vehicles and Private Equity Investment Trusts.

We pride ourselves in continual awareness of market developments and our complex knowledge of the Private Equity industry. By outsourcing to a sophisticated administrator, you have the advantage of complete back office service provision.

Key Benefits of our Fund Administration Solution

- A highly skilled team with extensive experience of Private Equity investment vehicles across the UK, Ireland, Jersey, Guernsey and Gibraltar jurisdictions
- An extensive knowledge base of best practice experience, developed and enhanced over the last 20 years
- Qualified fund professionals producing accounts according to UK Generally Accepted Accounting Principles (GAAP), International Financial Reporting Standards (IFRS) and AIC Statement of Recommended Practice (SORP)
- Providing an end-to-end Fund Administration Service with Desktop Publishing (DTP), Taxation and Company Secretarial (CoSec) Services available in-house

The Service

- Fund Administration and Net Asset Value (NAV) calculation
- Transfer agency and shareholder servicing
- Financial statement preparation and audit assistance
- Company Secretarial Services (CoSec)
- Compliance monitoring
- Anti-Money Laundering Reporting Officer

The Operating Model

- Dedicated Client Relationship Manager with day-to-day knowledge of clients' fund activities, providing a single point of contact
- Accounts/NAV production by qualified Accountants
- Periodic reporting to the Investment Manager and the Board
- Robust sign-off procedures
- Harnessing Capita Financial Group's capabilities in utilising the latest SunGard technology and Utopia-V
- A sound compliance environment required by the Regulator