



Capita Financial Group is a recognised market leader in the Closed Ended Investment Company marketplace, offering tailored administration solutions of Accounting, Taxation and Company Secretarial services.

Capita Financial Group is experienced in providing services to Investment Companies trading in a number of asset classes including Real Estate, Private Equity, Arbitrage, Opportunistic, Venture Capital, Contracts for Difference, Foreign Exchange, Bonds, Equities and Derivatives. These vehicles are often in the form of Investment Trusts, Real Estate Investment Trusts (REITs), Venture Capital Trusts (VCTs) and LP/GP structures.

Capita Financial Group maintain records, produce management and statutory accounts, file appropriate tax returns, take Board meeting minutes, post relevant filings, provide technical input, and publish and distribute report and accounts – a real end-to-end service.

Our qualified staff deal with both Boards and Investment Managers on a fully comprehensive or modular service basis. We pride ourselves in offering a bespoke service to our clients, which includes:

- Allocating specific client accounts to individual professionals, to provide a tailored service
- Technical updates with focus on best practice in fund accounting and administration services

- Links with all major audit firms, to enable timely and cost effective auditing
- Bespoke reporting
- Custodian liaison and corporate action administration
- Attendance at, and minute keeping of, all Board and Committee meetings
- Preparing and co-ordinating management accounts, financial reporting, and Board papers
- AGM planning and attendance
- Maintaining specialist registers
- Preparing and co-ordinating financial statements
- Reporting on compliance with relevant statutes and regulations
- Listing rules, Corporate Governance advice and guidance
- Desktop Publishing (DTP) and report and accounts production
- Taxation services