



Swiss Fund Services Ltd is a select provider of administrative services to the global alternative investment industry and forms part of the Atree Financial Group of Companies. Swiss offers a full suite of administrative services, including: portfolio accounting, daily cash & portfolio reconciliation, independent valuation of investment portfolios, recognition of management & performance fees, calculation of net asset value and shareholder servicing.

We are looking for a Senior Manager to join our team who will report directly to the Managing Director.

Duties will include, but not limited to:

- Managing the administration of a portfolio of offshore & onshore hedge funds, fund of funds and managed accounts
- Liaising with lawyers, auditors, prime brokers, bankers, clients and shareholders
- Development of all aspects of the business
- Coordination and management of staff
- Drafting of financial statements and coordinating annual audits

The successful candidate should meet the following requirements

- At least 5 years of hedge fund administration experience in a senior role or a recognized professional designation (e.g. CAIA, CFA, CA, CMA, CGA, ACCA)
- 5 – 10 years of hedge fund administration experience
- Strong computer skills to include Microsoft Excel, Word and Access
- Strong analytical skills and excellent verbal and written communication skills
- Experience with PFS-Paxus fund accounting software essential
- Self motivated and detail oriented with exceptional organizational skills

Applications should be submitted in writing to:

Managing Director, Swiss Fund Services Ltd.,

3rd Floor Emporium Building, 69 Front Street, Hamilton, HM 12

Or E-Mail: hr@swissfundservices.com

The closing date for the receipt of applications is December 23rd, 2011