

Equinox Alternative Investment Services (Bermuda) Limited

Equinox Alternative Investment Services (Bermuda) Limited is a premium boutique service provider within the alternative investment fund administration space. We are looking to fill the following position(s) within the Bermuda Operating Company.

Group Manager

The Group Manager's main responsibilities will include;

- Supervision and training of staff;
- Ensuring the timely and accurate delivery of administration services to all clients;
- Development and improvement of work flows and lead for SAS70
- Preparation and analysis of financial statements & management reporting packages;
- Other projects as required.

The successful applicant will have:

- At least 5 years of relevant accounting experience in the hedge fund industry, including knowledge of current accounting standards;
- An internationally recognized accounting designation preferred
- Detailed knowledge and understanding of securities and other financial instruments, including complex derivatives;
- Extensive experience on the set-up and on boarding of clients.
- Excellent written and oral communication skills;
- Extensive staff supervisor/manager experience.
- Extensive system knowledge of Advent Geneva required

Account Manager

The Account Manager's main responsibilities will include;

- Ensuring the timely and accurate delivery of administration services to clients;
- Preparation and analysis of financial statements;
- Other projects as required.

The successful applicant will have:

- An internationally recognized accounting designation preferred;
- Relevant accounting experience in the hedge fund industry;
- Detailed knowledge and understanding of securities and other financial instruments, including complex derivatives;
- Excellent written and oral communication skills;
- Strong computer literacy and proficiency with the Microsoft applications;
- Willingness to work as part of a team
- Extensive system knowledge of Advent Geneva required

Corporate Secretary (Full or Part Time)

The Corporate Secretary's main responsibilities will include but not limited to;

- maintaining corporate records for the Company and numerous alternative investment vehicles including mutual funds; hedge funds; SPVs; etc. incorporated in Bermuda, Cayman Islands and other offshore jurisdictions including:
- drafting resolutions/shareholder letters;
- organizing board meetings and preparing precise minutes for client fund vehicles,
- Preparing and submitting regulatory filings with the regulatory authorities
 - o Ensuring compliance with regulatory; prospectus and other constitutive document requirements and reporting to senior management and boards of directors thereon.
 - o Communicating with the Board of Directors, lawyers and other client related service providers regarding corp sec requirements.
 - o Providing general administrative support and assisting in special projects as required for the legal and compliance department.

The successful applicant will have:

- Ideally be a Member of the Bermuda Institute of Chartered Secretaries and Administrators and have completed Corporate Secretarial Practice I and II
- At least 5 years of experience in a corporate administrator role with at least 3 years in the investment industry
- Demonstrate a sound knowledge of offshore corporate administration best practices including, but not limited to, resolutions, regulatory filings, AML/CFT responsibilities, prospectus requirements and incorporation and liquidation processes
- Demonstrate strong knowledge of compliance issues and practices in the investment fund industry. The candidate must have prior experience in monitoring, identifying and reporting compliance issues to senior management. The successful completion of recognized compliance courses/exams would be a distinct advantage
- Have experience in taking accurate minutes
- Have excellent typing skills and an advanced working knowledge of Adobe Acrobat; MS Office suite of computer applications
- Be highly organized and precise
- Have the ability to take initiative and work without close supervision as well as demonstrate ownership of designated tasks and the importance of confidentiality, and
- Demonstrate strong written and oral communication skills, capable of interacting with senior management and investment managers

The successful candidate(s) in either of these positions must be willing to take a "hands-on" approach to his/hers responsibilities. The position(s) may require the individual to work flexible hours to meet the needs of our clients. Salary and benefits will be commensurate with experience.

Interest applicants are invited to apply by sending their Curriculum Vitae to

Email: HR@equinoxais.com

Fax: 1-441-292-9403

Attn: HR Department

Closing Date: Feb 24, 2012