



ISIS Fund Services is a specialist fund administrator for both onshore and offshore funds that employ a diverse range of investment strategies including insurance linked strategies. The Company offers fund and portfolio accounting, investor servicing and corporate secretarial services with a strong focus on superior client service and corporate governance. ISIS is seeking to fill the following position:

Senior Vice President - Operations

Overall responsibility for managing a team of fund administration professionals in our Bermuda office providing fund and portfolio accounting and investor services to a diverse group of investment funds.

Minimum Requirements

- A recognized professional accounting designation (e.g. CA, CPA) with at least 6 years of relevant accounting experience gained working in the fund administration industry of which at least 4 must have been in a managerial position OR
- Currently in the process of obtaining a professional designation and has a bachelor's degree with an accounting major with at least 10 years of relevant accounting experience gained working in the fund administration industry of which at least 5 must have been in a managerial position
- Must have proven prior experience in recruiting, training, managing and developing a fund administration team
- Proven experience in assisting in the sales process including assisting in creating RFPs.
- Must have exceeded expectations in their recent performance appraisals and have evidence of same.
- Extensive experience in converting complex new and existing funds onto relevant hedge fund systems
- Extensive experience in processing and reviewing complex derivatives and securities including but not limited to swaps, asset backed securities, options, futures and distressed debt.
- Strong knowledge of Investor Services processes and associated best practices
- Strong working knowledge of AML/ATF requirements
- Proven experience in developing and improving operating procedures.
- Extensive experience in completing and reviewing fund net asset valuations for hedge funds is a necessity.
- Excellent interpersonal and communication skills

ISIS Fund Services offers a competitive salary commensurate with experience, a comprehensive benefits package and a pleasant working environment.

Prospective applicants should apply with full resume to HR at ISIS Fund Services Ltd., 50 Parliament Street, Hamilton HM 12, Bermuda (Tel: 441 295-8282, Fax: 441 279-2090 or Email: hr@isisfunds.bm).

Applications must be received by close of business on 13 April 2012.

ISIS Fund Services Ltd. is licenced as a Fund Administrator by the Bermuda Monetary Authority and is an equal opportunity employer.