

WAKEFIELD QUIN LIMITED

(Barristers & Attorneys)

Invites applications for the position of **Fund Accountant**

We are seeking to employ a Fund Accountant to work in the Fund Administration Department. The successful candidate will be responsible for a portfolio of mutual funds and duties will include but not be limited to:

- Calculation of NAVs on a weekly/monthly basis as applicable;
- Preparation of financial statements and working with the funds auditors;
- Responsibility for accounting and reconciliation of portfolio positions to prime brokers and custodians;
- Incentive fee calculations;
- Regulatory reporting;
- General ledger transactions;
- Reconciliation of subscription and redemption activity;
- Preparing financial reports for fund managers, directors and legal counsel;
- Development and implementation of new policies and procedures relating to the Fund Administration Department;

Candidates for this position should possess the following:

- A degree in accounting or finance, an accounting designation is preferred (ACA, ACCA, CPA or equivalent) OR an appropriate level of experience in fund/hedge fund accounting with at least five years experience in the fund and accounting environment;
- Management experience, including supervision of staff members and designing and implementing policies and procedures for operation of fund administration business;
- Ability to operate without supervision and in a busy environment where deadlines are a material feature of the work;
- Proficiency with accounting software packages;
- Willingness to work extended hours, weekends and public holidays is essential due to international clients that operate globally and in different time zones;
- An organized approach to work with particular attention to detail and excellent written and oral communication skills.

Interested persons should apply in writing to:

Wakefield Quin Limited

Victoria Place

31 Victoria Street

Hamilton HM 10

Attention: Brenda Chambers

or by email to: bchambers@wq.bm

Closing Date for applications: 15 May 2012