



## **OPERATIONS ADMINISTRATOR – SETTLEMENTS (FULL or PART TIME)**

Bermuda Investment Advisory Services Limited (BIAS) is a full service Investment Management and Advisory group with companies in Bermuda and Cayman seeking an individual to join a team of energetic and committed professionals as Operations Administrator - Settlements.

Successful applicants will pride themselves on their problem solving abilities, their total accountability for deadlines and accuracy; their willingness to work extended hours at peak periods; their excellent verbal and written communication skills, and most importantly their maturity, enthusiasm, and commitment.

### **Responsibilities and Duties include:-**

- Liaise with Custodians & Clearing Firm.
- Mutual Fund dealing.
- Reconcile equity, fixed income, mutual fund trading & settlements.
- Maintain and audit trade logs.
- Set up foreign currency trade settlements with custodians.
- Settle trades in local, US, UK and Canadian markets, among others, in all currencies.
- Process client requests with US & UK custodians, & mutual fund companies.
- Reconcile securities holdings with custodians.
- Set up new accounts on client management system and ensure that the management notes are updated daily.
- Carry out other tasks as deemed necessary including cross training with and covering for the Valuations Administrator.

### **Educational and Work Requirements include:-**

- An Associate's Degree with one year of related work experience, or three years of related work experience without.
- An internationally recognized qualification such as Series 7, Canadian Securities Course or the UK equivalent, or five years settlements related work experience without.
- Must demonstrate a strong propensity to be proactive and for "follow-through".
- Must be able to meet deadlines while working under pressure.
- Must be willing to work extended hours during periods of increased trading activity or reporting demands.
- Strong PC skills, particularly Microsoft Excel and Word.
- As this position involves some client contact the successful applicant will be professional and be able to quickly establish credibility with clients.
- Ability to communicate and articulate verbal needs and in writing, across various disciplines.

If you are looking for a rewarding and challenging career, please submit a detailed resume to:

Human Resources, Bermuda Investment Advisory Services Limited  
Wessex House, First Floor, 45 Reid Street,  
Hamilton HM 12, Bermuda  
Or by fax to 1-441-292-7292; or email: [recruiting@bias.bm](mailto:recruiting@bias.bm)

Closing date: May 18, 2012

BIAS is an equal opportunity employer

Licensed to conduct investment business by the Bermuda Monetary Authority