



## **Equinox Alternative Investment Services (Bermuda) Limited**

Equinox Alternative Investment Services (Bermuda) Limited has been established as a premium boutique service provider within the alternative investment fund administration space.

We are looking to fill the following positions within the Bermuda Operating Company in our growing private equity business.

### **Account Managers – Private Equity**

The Account Manager's main responsibilities will include:

- Manage proprietary deal / transaction database; includes gathering and entering information for existing transactions.
- Proactively track deal flow and investment allocations to its current funds.
- All investor servicing including capital calls and distributions
- Manage information flow to third party investors and lenders.
- Cash management functions
- Assist in preparation of quarterly fund reports, investor presentations and unaudited and audited financial statements.
- Provide support for various special projects
- Proactive problem solving and active daily management of portfolio of loans.
- Aid in the maintenance of the corporate secretarial records of the structure
- Supervision and training of staff;
- Other projects as required.

The successful applicant will have:

- At least five years of relevant accounting experience in the private equity industry
- Professional accounting designation;
- Detailed working knowledge of US GAAP and IFRS applicable to industry
- Exceptional written and verbal communication skills;
- Ability to work in small teams and proven ability to maintain positive working relationship in a fast paced office with continually changing demands.
- Willingness to work extended hours and some public holidays as may be required

Applicants may be tested for competence and references required.

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

Email: [hr@equinoxais.com](mailto:hr@equinoxais.com)

Fax: 1-441-292-9403

Closing Date: August 3, 2012