



Shareholder Programmes Assistant

FIL Limited's headquarters are based in Bermuda and are responsible for coordinating the Corporate Finance, Fund Treasury, Legal and Investment Compliance functions globally. FIL Limited is the head office of Fidelity Worldwide Investment, which is one of the world's leading investment managers and operates across Europe, Asia, the Middle East, Africa and South America.

We are seeking to recruit a suitably experienced person for our Legal and Company Secretariat department of our International Corporate Headquarters based in Bermuda.

The successful candidate will report to the Shareholder Programmes Senior Manager and will work closely with the company's shareholders and HR Global Compensation and Benefits Team to coordinate shareholder transactions, process shareholder transactions on in-house share registers and maintain shareholder software (in tandem with the systems development team based in India). The ideal candidate will have the following background:

- A minimum of 5 years working in either Fund Administration or Shareholder Administration
- Advanced accounting knowledge
- Proven experience working with large financial transactions
- Sound mathematics and analytical decision making capability
- Experienced in using word processing and database applications, in particular the Microsoft Office suite of programs and other financial reporting tools
- Outstanding Excel spreadsheet skills
- Exceptional attention to detail with a "zero tolerance" approach to errors
- Ability to prioritize a varied and heavy workload, self-motivated and able to work independently
- Excellent professional client relationship, communication, organizational and interpersonal skills with the ability to draft non routine letters, prepare reports and participate in and minute executive level meetings
- Skilled in creating and maintaining corporate records in both hard and electronic format
- You will enjoy working as part of a team, across jurisdictions and nationalities
- A strong sense of commitment and responsibility

FIL Limited is an equal opportunity employer and offers an attractive compensation package including a performance related bonus. If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please contact us about this opportunity prior to 27th July, 2012.

E-mail: bermuda.hr@fil.com
Mail: Human Resources REF: SPA
FIL Limited
P.O. Box HM 670, Hamilton HMCX

**AUSTRALIA AUSTRIA BELGIUM BERMUDA CHINA (INCLUDING HONG KONG)
FRANCE GERMANY INDIA IRELAND ITALY JAPAN LUXEMBOURG THE
NETHERLANDS SINGAPORE SPAIN SOUTH KOREA SWEDEN SWITZERLAND TAIWAN
TUNISIA UNITED ARAB EMIRATES AND THE UK**