



Altree Fund Services Ltd is a hedge fund administration company which offers a full suite of administrative services, including: portfolio accounting, daily cash & portfolio reconciliation, independent valuation of investment portfolios, recognition of management & performance fees, calculation of net asset value and shareholder servicing. Altree Fund Services is a member of Altree Financial®

### **We are looking for a Senior Account Manager to join our team.**

Duties will include, but not limited to:

- Administration services of a portfolio of offshore/onshore hedge funds, fund of funds and alternative investment vehicles
- Calculating daily/monthly net asset values for clients
- Review of NAV files/shareholder files
- Dealing with shareholder queries and communications
- Drafting of financial statements and coordinating the annual audits

The successful candidate should meet the following requirements:

- At least 5 years of hedge fund administration experience in a senior role or a recognized professional designation (e.g. CAIA, CFA, CA, CMA, CGA, ACCA)
- Strong computer skills to include Microsoft Excel, Word and Access
- Strong analytical skills and excellent verbal and written communication skills
- Experience with PFS-Paxus fund accounting software essential
- Self motivated and detail oriented with exceptional organizational skills

Applications and references should be submitted in writing to:

Managing Director, Altree Fund Services Ltd., 3<sup>rd</sup> Floor Emporium Building, 69 Front Street, Hamilton, HM 12 Or E-Mail: [hr@altreefundservices.com](mailto:hr@altreefundservices.com)

**The closing date for the receipt of applications is September 18<sup>th</sup>, 2012**