



Dundee Leeds Group of Companies

Dundee Leeds provides value orientated Hedge fund accounting and administrative services

## **Vice President – Investor Relations**

### **Responsibilities include but not limited to:**

- Supervising and managing an Investor Relations Team
- Managing custody services for Clients
- Ensuring compliance with AML regulations with periodic reviews of the Company's internal AML policies and procedures
- Reviewing and processing trade documentation for both RTA and custodial relationships, liaising with clients and investors and preparing periodic investor reports and regulatory filings as well as liaising with fund sponsors, investments managers, banks and custodians

### **Minimum Qualifications, Skills and Experience:**

- Bachelor's degree in finance and minimum 8-10 years experience in a comparable position
- Must have a thorough knowledge of all types of offshore and domestic hedge fund investment products as well as their reporting requirements
- Willingness to work overtime, weekends and on holidays as required
- Excellent organizational and communication skills as well as a critical eye with attention to detail

For consideration of the above position, please send your resume including salary expectations to Human Resources, Dundee Leeds Management Services Ltd, 129 Front Street, Hamilton HM12 or e-mail [investorrelations@dundeeleeds.bm](mailto:investorrelations@dundeeleeds.bm)

Closing date: **October 30<sup>th</sup>, 2012.**

Telephone applications or inquiries will not be accepted.