



PrimeManagement

requires a

SENIOR ACCOUNT MANAGER

Prime Management Limited, licensed by the Bermuda Monetary Authority under the Investment Funds Act 2006, is committed to providing consistent superior fund administration services to a diverse portfolio of hedge fund clients. The successful candidate will be responsible for working under the direction of the directors to ensure the efficient delivery of services to our hedge fund and insurance linked securities clients.

Primary responsibilities include:

- Provide day-to-day leadership and management of staff within a team environment including ensuring all deadlines are met, monitoring staff workload, providing technical support, providing staff training and development, and completing annual performance appraisals for assigned staff;
- Collaborate with the directors to develop and implement policies and operating procedures designed to accommodate the strategic objectives of Prime;
- Represent Prime and liaise with investment managers, investors, brokers, custodians, lawyers and external auditors;
- Oversee, manage and review day-to-day operations performed by assigned staff on our hedge fund and insurance linked securities clients, including trade and cash reconciliations, Net Asset Value calculations, preparation of unaudited financial statements, Investor Services transactions, corporate secretarial documents and tax estimates and K-1's for US entities;
- Perform all necessary administrative tasks in relation to the clients allocated.

The successful candidate will possess the following qualifications/skills:

- A recognized professional accounting designation (e.g. CA, CPA, CMA or CGA);
- A minimum of 5 years of post qualification relevant work experience which includes at least 3 years of experience in the alternative investment fund administration industry;
- Strong working knowledge of US and/or International GAAP pronouncements for alternative investment funds;
- Sound understanding of alternative investment fund structures (hedge funds, fund of funds, limited partnerships and master-feeder funds) and the proper valuation and accounting treatment for a diverse range of financial instruments including insurance linked securities;
- Ability to communicate effectively and knowledgeably with staff, investment managers, investors, custodians and external auditors;
- Strong analytical skills with attention to detail.

The following skills would give candidates for the position a distinct advantage, although not a requirement of the position:

- Experience in the use of Advent Geneva investment accounting software;
- Experience in the use of HedgeTek tax allocation software;
- Proficient in the use of Bloomberg.

Due to the nature of Prime's business, the working of overtime at certain times including some public holidays is required.

Salary and benefits will be commensurate with experience. All applications will be treated in strict confidence. Interested candidates should apply in writing to:

The President
P.O. Box HM 3348
Hamilton HM PX
or careers@primebermuda.com

NO AGENCIES PLEASE

Closing deadline for receipt of applications is December 7, 2012.