



## PrimeManagement

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### QUALIFIED ACCOUNTANT

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 clients. The successful candidate will be responsible for working under the direction of a senior account manager to ensure the efficient delivery of services to our hedge fund and insurance linked securities clients.

Primary responsibilities include:

- Process and reconcile all trading activity, cash movements and corporate actions for a portfolio of clients;
- Value investment portfolio and prepare net asset valuation file at each valuation date;
- Prepare annual GAAP financial statements with supporting notes and full working paper file;
- Maintain the share register and issue net asset value statements, subscription, redemption, side-pocket conversion and transfer documents to investors as required;
- Review subscription, redemption, and transfer documents for accuracy and perform anti-money laundering verification procedures;
- Respond to queries from investors, investment managers, auditors, and other interested parties on a timely basis;
- Perform all necessary administrative tasks to ensure compliance with the Fund's regulatory requirements.

The successful candidate will possess the following qualifications/skills:

- A recognized professional accounting designation (e.g. CA, CPA, ACA, CMA or CGA) and a minimum of 2 years of relevant work experience;
- Working knowledge of US and/or International GAAP pronouncements;
- Proven ability to provide high quality professional service, organized, strong commitment to meeting deadlines in a demanding work environment, and able to work with minimal supervision;
- Excellent interpersonal, written and verbal communication skills;
- Strong analytical skills with attention to detail;
- Strong computer skills with proficiency in Microsoft Office applications, Advent Geneva investment software, HedgeTek tax allocation software, and Bloomberg would be a distinct advantage.

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**

**NO AGENCIES PLEASE**

**P.O. Box HM 3348, Hamilton, HM PX  
or [careers@primebermuda.com](mailto:careers@primebermuda.com)**

*Closing deadline for receipt of application is February 21, 2013.*