



UNION BANCAIRE PRIVEE ASSET MANAGEMENT (BERMUDA) LIMITED

PORTFOLIO ADMINISTRATOR, MIDDLE OFFICE

Union Bancaire Privée Asset Management (Bermuda) Limited is a wholly owned subsidiary of Union Bancaire Privée, one of Switzerland's largest privately owned banks specializing in private and institutional banking and one of the largest hedge fund investors in the world.

We are seeking to recruit a qualified Chartered Accountant to act as Portfolio Administrator, Middle Office with responsibility for managing the operations of a portfolio of UBP sponsored investment vehicles domiciled in Luxembourg. **It is expected that the successful candidate will be transferred to our parent company in Geneva, Switzerland in four to six months.** The responsibilities of the role include:

- Preparing cash flow projections, monitoring shareholder subscriptions/redemptions and authorizing fund expenses;
- Calculating fund estimates;
- Communicating investment decisions to the fund custodian, ensuring all terms are accurate;
- Monitoring and testing fund compliance with the prospectus and key agreements etc.;
- Reviewing and/or preparing NAV calculations for UBP sponsored investment vehicles;
- Coordinating fund audits with administrators and independent auditors;
- Liaising with the parent bank on operational matters, and liaising as required with external service providers including lawyers, auditors, administrators, regulators, investment managers and custodians;
- Assisting in the launch of new products, including preparation and review of prospectuses, agreements and other corporate documents; and
- Taking responsibility for special projects as required.

The successful applicant will:

- Be a CA/CPA with at least two years of post-qualification experience;
- Be willing to re-locate to Switzerland and meet Swiss employment requirements;
- Have prior experience of fund administration as either an accountant or auditor and be able to demonstrate a detailed knowledge of fund accounting, generally accepted accounting principles related to investment companies (US/IFRS), fund structuring and the form and content of prospectuses;
- Be familiar with investment accounting computer applications and associated tools such as Bloomberg, Telekurs;
- Be highly organized, detail focused, and possess strong written and oral communication skills;
- Have a mature and professional working style and be able to demonstrate ownership of designated tasks, confidentiality, and the ability to meet deadlines.

Candidates with or pursuing a CFA charter or CAIA designation would be preferred.

We are a small but busy office. As such, the successful candidate must be willing to take a "hands-on" approach to his/her responsibilities. The position may require the individual to work extended hours to meet the needs of our clients and parent bank.

Salary and benefits will be commensurate with experience. All applications will be treated in strict confidence. Interested persons should apply in writing by forwarding a full curriculum vitae of qualifications and previous work experience by Friday February 22, 2013 to Human Resources, Union Bancaire Privée Asset Management (Bermuda) Limited, P.O. Box HM2572, Hamilton, HM KX or by e-mail to emiskiewicz@ubam.bm.

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