



### **The Business**

Apex Fund Services Ltd is a growing fund and corporate administration company focused on the provision of tailored client service within the offshore fund industry. Apex Fund Services Ltd provides administration services to offshore and onshore hedge funds from our servicing centers in Abu Dhabi, Australia, Bahrain, Bermuda, Canada, Cayman, China, Cyprus, Dubai, Guernsey, Hong Kong, Ireland, Isle of Man, Luxembourg, Malta, Mauritius, Russia, Singapore, Switzerland, United Kingdom, Uruguay, and USA.

## **Position offered Managing Director**

We are currently hiring at the above level within the organization. We are looking for a highly motivated individual with a particular focus on attention to detail and service standards. PAXUS experience is an advantage.

### **Responsibilities**

- Report directly to the managing director on the day to day control environment within the company
- Ensure business unit operates effectively within company standards and procedures
- Implementation and setting up new funds
- Marketing and new business implementation
- Business development, new client implementation, production of net asset values and quality control
- Group accounting and budgeting
- Ensure all deliverables are met on a timely and accurate basis
- Maintain a controlled operating environment in conjunction with SSAE16 controls laid down for the company
- Involvement in all aspects of the company such as supervisory functions, training and recruitment of staff, monitoring of client service standards and IT requirements
- Ensure that all Financial Regulatory requirements are met in an efficient and timely manner
- Ensure anti-money laundering policies and procedures are in place and adhered to
- Up-date the Compliance and Anti-Money Laundering manuals on an on-going basis
- The willingness to work overtime and public holidays when required
- Ad hoc projects

### **Applicants must possess:**

- A professional designation such as C.A.;C.P.A.; C.M.A.; C.F.A.; A.C.C.A.; A.C.A.; IATI
- 6-8 years experience in a similar management role with at least 4-5 year experience within the Hedge Fund industry
- Demonstrated strong leadership
- Experience managing and training a large team of accountants
- Experience in Compliance and AML within the hedge fund industry
- Knowledge and understanding of various types of hedge fund instruments such as, stand alone, master feeder, futures, swaps, options, ILS and weather derivatives
- Technical accounting guidance to Senior Management
- Knowledge of IFRS, GAAP and FATCA as applicable to Hedge Funds
- Excellent interpersonal and written communication skills, analytical, organizational, problem solving and presentation skills with attention to detail.
- Proven track record in excellent client and staff service standards

**Closing Date: March 21, 2013**

NO AGENCIES PLEASE

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Find out more about us by visiting our Website at [www.apexfundservices.com](http://www.apexfundservices.com)