



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, USA.

Positions offered

Senior Fund Accountants

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

Senior Fund Accountant

Responsibilities

- To ensure timely and accurate NAV calculation on a daily, weekly or monthly basis
- Processing of security and cash transactions for portfolios
- Reconciliation of the portfolio from broker to in-house systems
- Responding to client enquiries in a timely and efficient manner
- Ensuring compliance with regulatory requirements and other requirements of the funds specifications
- Assist management with special projects
- The willingness to work overtime and public holidays when required
- Ad hoc projects

Applicant 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 or proven designation in progress.
- 2 - 3 years experience in a similar role with at least 2 year experience within the Hedge Fund industry
- An ability to meet agreed deadlines
- PAXUS experience would be an advantage
- Experience in Compliance and AML within the hedge fund industry
- Knowledge of IFRS and GAAP as applicable to Hedge Funds
- Excellent interpersonal and written communications skills

Closing Date: May 22, 2013

Contact: Amy Durham – Human Resource Manager

Apex Fund Services Ltd.

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Find out more about us by visiting our Website at
www.apexfundservices.com