



## Operations & Trade Execution Specialist

**Bermuda Investment Advisory Services Ltd. (BIAS)** a full service Investment Management and Advisory group with companies in Bermuda and Cayman is seeking an individual to join a team of energetic and committed professionals as an **Operations and Trade Execution Specialist**. Responsibilities and Duties include:

### Operations

- Reconcile trade settlements for trades executed away.
- Liaise with Global Custodians of securities and mutual fund companies and fund administrators to ensure accurate process of client transactions.
- Reconcile all equity, bond & mutual fund trading daily, including client and firm account activity.
- Audit and maintain securities trade logs.
- Close outstanding operational issues, including but not limited to all items for attention issued by the custodian regarding cash management, trade issues and documentation.
- Establish new procedures as new lines of business develop.

### Trade Execution

- Provide best execution strategy for sophisticated high net worth and institutional investors in all security types and foreign exchange.
- Provide portfolio managers with ongoing information about market sentiment, trading environment, trading volume, price volatility etc...
- Develop and maintain relationships with portfolio managers and external securities dealers.
- Monitor the effectiveness and value-added of brokerage institutions on an on-going basis focusing on executions, market impact and cost.
- Negotiate with brokers and banks to price trades based on market factors, make decisions within short time frames.

### Educational and Work Requirements Include:-

- A Bachelor's Degree preferably in Economics, Finance or Business.
- Internationally recognised qualification such as Series 7, Canadian Securities Course, Canadian Securities Conduct and Practices Handbook and/or CFA level I.
- Direct experience in dealing with clients in a trade execution environment.
- Must be clear headed and able to take client orders outside business hours in some circumstances.
- Strong interpersonal skills as well as proven ability to achieve goals.
- Adherence to the strictest Standard of Practices and Code of Ethics as outlined by the CFA Institute.
- Thorough understanding of various securities types and their properties.
- Proven organizational and time management skills necessary for crucial deadlines.
- Excellent PC skills, preferably knowledge of Excel and other Microsoft Office software, Portia, Goldmine and Crystal Reports.

If you are looking for a rewarding and challenging career, please submit an application and detailed resume to:

Human Resources, Bermuda Investment Advisory Services Ltd.,  
Wessex House, First Floor, 45 Reid Street, Hamilton HM 12, Bermuda  
or email: [recruiting@bias.bm](mailto:recruiting@bias.bm)

**Closing Date: August 5th 2013**

BIAS is an Equal Opportunity Employer.  
Licensed to conduct business by the Bermuda Monetary Authority