

## **Operations & Trade Execution Specialist**

**Bermuda Investment Advisory Services Ltd. (BIAS)** is a full service Investment Management and Advisory group with companies in Bermuda and Cayman seeking an individual to join a team of energetic and committed professionals as an **Operations & 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.
- Prepare portfolio analytic reports using Crystal reports.

### **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.

### **Client Service**

- Prepare documentation for client meetings as well as follow up notes.
- Handle client inquiries and requests on behalf of the CEO.
- Provide periodic reports for existing investment advisory and pension clients
- Monitor client accounts to ensure records are accurate and that funds are available for the purchase of securities.

### **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.
- At least 5 years relevant industry experience with direct experience 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, advanced knowledge of Excel and other Microsoft Office software; Portia, Goldmine, SQL 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 30<sup>th</sup> 2013**

BIAS is an Equal Opportunity Employer.

Licensed to conduct business by the Bermuda Monetary Authority