



## 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 Australia, Bahamas, Bahrain, Bermuda, Brazil, Canada, Cayman, China, Cyprus, Gibraltar, Guernsey, Hong Kong, India, Ireland, Isle of Man, Japan, Jersey, Luxembourg, Malta, Mauritius, Russia, Seychelles, Singapore, Switzerland, UAE, United Kingdom, Uruguay and USA.

Positions offered in our Bermuda office:

### 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 service standards. PAXUS experience is an advantage for all roles.

#### 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
- Ensure a timely and accurate delivery of the core service and product, Fund Accounting and Transfer agency
- Ensure anti-money laundering policies and procedures are in place and adhered to
- Ensure business unit operates effectively within company standards and procedures
- Maintain a controlled operating environment in conjunction with SSAE16 controls laid down for the company
- Ensure all deliverables are met on a timely and accurate basis
- 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
- 2 - 3 years experience in a similar role with at least 2 years experience within the Hedge Fund industry
- An ability to work to and meet agreed deadlines
- Paxus experience would be an advantage
- Excellent interpersonal and written communications skills

**Closing Date: September 1, 2014**

Contact: Amy Durham – Regional Human Resource Manager

Apex Fund Services Ltd.

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