

Are you a proactive fund or insurance accounting professional interested in joining a fast-growing and dynamic team?

Our client, Equinoxe, is a premium boutique alternative investment fund administration service provider founded in 2007 by experienced hedge fund administration professionals. The Company is headquartered in Bermuda, with offices in Bermuda, Dublin, Sligo, Atlanta, Mauritius, Malta, and Singapore is seeking candidates for the following roles:

Account Manager - FUND ACCOUNTING

The Account Manager is responsible for providing timely and accurate accounting support for assigned funds, including preparation of financial statements, audit and NAV's, to our fund administration clients. Responsibilities include:

- Managing on-going client relationships;
- Preparing Net Asset Value statements and conducting peer reviews of the same in accordance with statutory and US GAAP and management reporting packages;
- Preparing, analyzing, and reviewing periodic financial statements and keeping up-to-date with changes in applicable GAAP;
- Managing audit process and assisting auditors/other fund participants and advisers;
- Conducting research of accounting and tax issues;
- Participating in Company projects.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Undergraduate degree in accounting, professional accounting designation preferred (CPA, CMA, CA, ACCA, etc) with Two years' accounting experience in the hedge fund industry and Private Equity preferred
- Detailed working knowledge of US GAAP and IFRS for funds, securities and other financial instruments

Account Manager - INVESTOR SERVICES

The Account Manager will help to support the Global Operations teams by processing investor related transactions in accordance with agreements to ensure integrity, accuracy and the highest level of customer service. Responsibilities include:

- Onboarding of new clients with complete system set-up and transition management including fee arrangements;
- Reviewing fund documents and providing recommendations to clients on best practices;
- System testing and custom report creation process management;
- Reviewing all transaction agreements and processing all investor related transactions;
- Maintenance of all electronic and physical investor records;
- Appropriate handling of fund manager and investor inquiries.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- A university degree is preferred with/or a minimum of two - five years' hedge fund industry experience
- Previous experience with client onboarding and system management and strong knowledge of fee calculations

Group Manager - ILS

The Group Manager is responsible for leading a team of account managers providing timely and accurate accounting support, including preparation of financial statements and NAV's, to our insurance clients. Responsibilities include:

- Setting direction, managing and providing feedback to direct reports and team members, demonstrating the ability to understand, respect and incorporate different points of view;
- Proactively managing on-going client relationships and initial client transitions;
- Maintain dialogue with clients to ensure that we are meeting their needs and providing consistent, quality service;
- Ensure the timely and accurate delivery of administration services to all clients;
- Proactively develop and improve standard workflows with a mindset of continual improvement considering efficiencies and risk profile of service model;
- Identify and troubleshoot operational issues and guide staff to resolution;
- Assist with training and knowledge transfer of new staff members;
- Ownership and responsibility for special projects.

QUALIFICATIONS, SKILLS AND EXPERIENCE:

- Professional accounting designation (CPA, CMA, CA, ACCA, etc) and minimum eight years' experience in the insurance or insurance linked securities industry preferred
- Strong knowledge of US GAAP and IFRS for funds
- Detailed knowledge & understanding of securities and other financial instruments
- Advanced supervisory skills and minimum three years' team leadership experience
- Experience with multiple technology applications and detailed financial instrument pricing processes

ALL CANDIDATES SHOULD BE ABLE TO DEMONSTRATE:

- The ability to work in small teams, maintain positive working relationships with colleagues and clients in a fast-paced office with continually changing demands
- Computer proficiency with advanced knowledge of Microsoft Office Suite, familiarity with Advent Geneva preferred
- Willingness to work extended hours and public holidays from time to time as business needs dictate is required

Interested applicants are invited to apply by sending their Curriculum Vitae to:

EMAIL: hr@equinoxeais.com

FAX: 1-441-292-9403

All applications must be received no later than

SEPTEMBER 2ND, 2014