

## **PORȚIA INVESTMENT REPORTING SPECIALIST (SIX MONTH CONTRACT)**

BIAS is an Investment Management and Advisory group with companies in Bermuda and Cayman seeking an individual to lead a systems migration as Portia Investment Reporting Specialist. (Permanent employment could follow contract.)

Responsibilities and Duties include:-

- Responsible for the valuation process from start to completion.
- Timely preparation of investment reports, valuations, and statements within fixed deadlines.
- Responsible for the accuracy of daily transaction imports, and data entry complete through reconciliation.
- Confirm market prices of equities, bonds and derivatives through analytical research.
- Maintain an inventory of all holdings and create a current pricing file for upload into the Portia Valuation system.
- Responsible for auditing performance measurement calculations, client valuations and other reports as required.
- Verify systems integrity to identify process risks, control weakness, inefficient procedures and to redesign, implement and execute efficient and controlled operations and act as the Portia super user.
- Work closely with Portfolio Management team to ascertain their reporting needs.
- Liaise with and manage the relationship with external fund administrators as necessary.
- Provide support to the Portfolio Management Group on Operations matters, Settlements and Trade Execution.
- Assist in the audit process for the firm's proprietary mutual funds.
- Seek opportunities to contribute to application system and/or business process improvements.

Minimum requirements include:-

- A degree in finance, economics or accounting preferred.
- Investment qualifications such as Series 7, Canadian Securities Course, Conduct and Practices Handbook and/or CFA level 1 preferred but not required.
- Experience with Portia investment reporting systems essential.
- Minimum 2-3 years' experience in investment portfolio management software including concepts such as security master file, transaction file and currency tables. Familiarity with Bloomberg and pricing downloads are a requirement.
- Minimum 2-3 years in investment portfolio valuation reporting, NAV calculation, and performance measurement.
- Understanding of investment performance measurement.
- Superior attention to detail, with a strong emphasis on accuracy.
- Thorough understanding of various security types and their properties.
- Proven organizational and time management skills necessary for crucial deadlines, as well as capacity to work extended hours to meet strict reporting deadlines at quarter-end.
- Excellent Excel skills with knowledge of Goldmine and Crystal Reports preferred.

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: November 14th, 2014

BIAS is an Equal Opportunity Employer.  
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