



INVESTMENT MANAGERS - SECURITIES ANALYSTS

## INVESTMENT INTERN

**Bermuda Investment Advisory Services Limited (BIAS)** is looking for a Bermudian candidate to train in the investment industry. Offering a 5 month internship which will be renewed for a further 5 months subject to the candidate passing the first half of the Canadian Securities Course. Full time employment could be offered once the second half of the course is completed.

### **Responsibilities and Duties include:-**

- Provide administrative support to portfolio managers including conducting portfolio analytics, reviewing and analyzing client portfolios as well as scheduling and preparing documentation for all.
- Prepare account opening and all other documentation, including appropriate 'know your client' information to enable clients to operate their securities' accounts.
- Document client instructions in our proprietary client management system and monitor accounting records to ensure accuracy and that funds are available for the purchase of securities.
- Confirm market prices of equities, bonds and derivatives in the preparation of client statements.
- Maintain an inventory of all holdings and conduct periodic reconciliation of cash balances and client positions with brokers, custodians and third party fund companies.
- Responsible for auditing performance measurement calculations, client valuations and other reports as required in the preparation of client statements.

### **Minimum requirements include:-**

- A degree in finance, economics, mathematics or accounting preferred.
- Superior attention to detail, with a strong emphasis on accuracy.
- Proven organizational and time management skills necessary for crucial deadlines.
- Excellent PC skills, especially knowledge of Excel and other Microsoft Office Software.
- Willingness to work overtime including weekends, to meet tight quarterly deadlines.

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

Human Resources,  
Bermuda Investment Advisory Services Limited  
Wessex House, First Floor, 45 Reid Street,  
Hamilton HM 12, Bermuda

Or by fax to 1-441-292-7292; or email: [hrrecruiting@bias.bm](mailto:hrrecruiting@bias.bm)

**CLOSING DATE: DECEMBER 23, 2014**

***BIAS is an Equal Opportunity Employer***

*Licensed to conduct investment business by the Bermuda Monetary Authority*