



# BEACON MANAGEMENT LIMITED

Beacon Management Limited is looking for an experienced Senior Fund Accountant and Senior Corporate Administrator to service a portfolio of clients including hedge funds, private equity funds and other alternative investment vehicles.

## SENIOR FUND ACCOUNTANT

### General Duties and Responsibilities

- Provide full range of fund accounting and administration services as required;
- Ensure timely completion and delivery of net asset values;
- Prepare year-end financial statements for our clients and assist the external auditors;
- Perform ongoing engagement management with other service providers, directors and investors.

### Skills, Qualifications & Experience

- Recognized professional accounting designation (CA, CPA, ACCA or equivalent) with at least 4 years post qualified experience;
- Experience in hedge fund accounting and administration or experience in auditing hedge funds;
- Self-starter with strong relationship management and communication skills;
- Experience with MS office applications, Bloomberg and fund accounting software;
- Proven ability to meet reporting deadlines.

## SENIOR CORPORATE ADMINISTRATOR

### General Duties and Responsibilities

- Maintain complete and accurate corporate records and related documents on behalf of a portfolio of investment clients;
- Prepare and review minutes of meetings of the Board of Directors and Shareholders;
- Liaise with clients, regulatory bodies, external/internal lawyers, auditors and accountants as required;
- Filing of statutory documents with the regulatory authorities;
- Prepare routine correspondence;
- Any other support functions that may be required.

### Skills, Qualifications & Experience

- Completion of a corporate secretarial designation or other equivalent qualification and working knowledge of Bermuda Company Law is a must;
- A minimum of five years' experience managing a portfolio of clients, ideally within the investment industry;
- A minimum of ten years' general administrative or secretarial experience;
- Ability to maintain professional relationships with clients and possess strong communication skills;
- Excellent organizational skills and the ability to multi-task and handle a demanding workload with exceptional attention to detail;
- Strong proficiency with MS Office applications;
- The ability to work effectively and as part of a team with some out of normal office hours.

Salary for both positions will be commensurate with experience and qualifications. Applications must be submitted in writing with curriculum vitae marked "Private & Confidential" to the HR Manager, Beacon Management Limited, PO Box HM 2763, Hamilton HM LX or by email to [hr@beacon.bm](mailto:hr@beacon.bm).

**Closing date is 17th April 2014. No Agencies Please**