

Altree Fund Services Ltd is a hedge fund administration company which offers a full suite of administrative services, including: portfolio accounting, daily cash & portfolio reconciliation, independent valuation of investment portfolios, recognition of management & performance fees, calculation of net asset value and shareholder servicing. Altree Fund Services is a member of Altree Financial®

We are looking for an **Account Manager** to join our team.

Duties will include, but not limited to:

- Administration services for a portfolio of offshore/onshore hedge funds, fund of funds and alternative investment vehicles
- Calculating daily/monthly net asset values for the clients
- Review of NAV files/shareholder files
- Dealing with shareholder queries and communications
- Drafting of financial statements and coordinating the annual audits

The successful candidate should meet the following requirements:

- At least 3 years of hedge fund administration experience in a senior role or a recognized professional designation (e.g. CAIA, CFA, CA, CMA, CGA, ACCA)
- Strong computer skills to include Microsoft Excel, Word and Access
- Strong analytical skills and excellent verbal and written communication skills
- Experience with PFS-Paxus fund accounting software preferred
- Self motivated and detail oriented with exceptional organizational skills

Applications and references should be submitted in writing to:

Managing Director, Altree Fund Services Ltd.,
3rd Floor Emporium Building, 69 Front Street, Hamilton, HM12
Or E-Mail: hr@altreefundservices.com

The closing date for the receipt of applications is May 15th, 2015