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## **SENIOR ACCOUNT MANAGER**

Prime Management Limited, a division of SS&C GlobeOp, is a licensed fund administrator and regulated by the Bermuda Monetary Authority under the Investment Funds Act 2006. SS&C is a publicly traded company listed on NASDAQ and is ranked as a top three administrator globally by assets under administration with over \$650 billion in assets under administration. Prime is committed to providing consistent superior administration services to a diverse portfolio of hedge fund and insurance linked securities clients.

### **Primary responsibilities include:**

- Provide day-to-day leadership and management of staff within a team environment including ensuring all deadlines are met, monitoring staff workload, providing technical support, providing staff training and development, and completing annual performance appraisals for assigned staff;
- Collaborate with the senior management team to develop and implement policies and operating procedures designed to accommodate the strategic objectives of Prime;
- Represent Prime and liaise with investment managers, investors, brokers, custodians, lawyers and auditors;
- Oversee, manage and review day-to-day operations performed by assigned staff on our hedge fund and insurance linked securities clients, including trade and cash reconciliations, Net Asset Value calculations, preparation of unaudited financial statements, investor services transactions, corporate secretarial documents and tax estimates and K-1's for US entities;
- Perform all necessary administrative tasks in relation to the clients allocated.

### **The successful candidate will possess the following qualifications/skills:**

- A recognized professional accounting designation (e.g. CA, CPA, CMA or CGA);
- A minimum of 5 years of post qualification relevant work experience which includes at least 3 years of experience in the alternative investment fund administration industry;
- Strong working knowledge of US and/or IFRS GAAP pronouncements for alternative investment funds;
- Sound understanding of alternative investment fund structures (hedge funds, fund of funds, limited partnerships and master-feeder funds) and the proper valuation and accounting treatment for a diverse range of financial instruments including insurance linked securities;
- Ability to communicate effectively and knowledgeably with staff, investment managers, investors, custodians and external auditors;
- Strong analytical skills with attention to detail.

### **The following skills would give candidates for the position a distinct advantage, although not a requirement of the position:**

- Experience in the use of Advent Geneva investment accounting software;
- Proficient in the use of Bloomberg.

Due to the nature of Prime's business, the working of overtime at certain times including some public holidays is required. Salary and benefits will be commensurate with experience. All applications will be treated in strict confidence. Interested candidates should apply in writing to:

P.O. Box HM 3348, Hamilton, HM PX  
NO AGENCIES PLEASE  
T: 295-0329, F: 295-3926  
or [careers@primebermuda.com](mailto:careers@primebermuda.com)

**Closing deadline for receipt of applications is May 22, 2015.**