

Senior Fund Accountant

Mitsubishi UFJ Fund Services is a leading alternative fund administration company providing full service fund administration, middle office and reporting services to hedge funds, fund of funds, managed accounts, family offices, private equity and real estate funds. Headquartered in Bermuda, the company services more than 1000 funds from 10 offices worldwide. Mitsubishi UFJ Fund Services is the global alternative asset administration platform of Mitsubishi UFJ Trust and Banking Corporation, a wholly owned subsidiary of Mitsubishi UFJ Financial Group, the 5th largest global bank by assets.

Requirement

Due to exceptional demand for its services MUFG Fund Services (Bermuda) Limited is seeking a Senior Fund Accountant to work in its Bermuda office. This is a unique opportunity to join a dynamic, fast growing, global organization.

The successful applicant will work closely with a Manager to provide excellent service to Mitsubishi UFJ Fund Services clients. The role involves working on funds with a variety of deliverables, daily, weekly and monthly.

Key Responsibilities:

- Provide a full range of fund accounting/administration services to hedge fund clients, including: financial accounting for equity, derivative, fixed income, and foreign exchange products; Net Asset Value (NAV) calculation and financial statement preparation; and investor record keeping and recording
- Price portfolios including Equities, Options, Derivatives, Commodities, Fixed Income and Forwards, including FX trades and foreign currency hedging
- Prepare SSAE 16 compliant daily, weekly and monthly files
- Ensure that all client deliverables, queries and issues are met on a timely basis and of a quality standard
- Actively participate in the preparation of annual financial statements and other regulatory reporting requirements
- Identify and highlight opportunities for internal process improvement and increase in efficiency
- Participate in various systems initiatives and projects and other duties as assigned

Minimum Qualifications, Skills and Experience:

- Minimum of three years progressive hedge fund administration experience
- University Degree in Business, Finance, Science or Accounting; qualified accountant or other relevant qualification preferred
- Strong communication and interpersonal skills (oral, written and presentation)
- Advanced financial accounting and/or auditing skills including experience in accounting for complex financial instruments
- Proficient in the Microsoft Office suite of software applications, with strong Excel skills
- Knowledge of hedge and mutual fund accounting techniques
- Proven ability to gain and retain client confidence
- Ability to work efficiently within strict deadlines, where significant overtime may be required

Preference will be given to candidates who:

- Have performed a similar role
- Have worked with Advent Geneva
- Are Bermudian or spouse of a Bermudian

Candidates will be required to attend an interview. Candidates will also be required to sit an Excel based case study and industry knowledge test.

If interested please email: operationsrecruiting-bermuda@mfsadmin.com

All enquiries will be dealt with in strict confidence.

Closing date: September 10, 2015

MUFG Fund Services (Bermuda) Limited

A subsidiary of Mitsubishi UFJ Fund Services Holdings Limited.

MUFG Fund Services (Bermuda) Limited is incorporated in Bermuda as a limited company. Company Registration Number LC/1797.

MUFG Fund Services (Bermuda) Limited is licensed by the Bermuda Monetary Authority under the Investment Funds Act 2006.

MUFG Fund Services (Bermuda) Limited is licensed to conduct Trust Business by the Bermuda Monetary Authority.

Registered Office: The Belvedere Building, 69 Pitts Bay Road, Pembroke HM 08, Bermuda.