

Our people are our competitive advantage.



At Butterfield, we pride ourselves on being approachable, disciplined and proactive. If you embody these qualities and have the necessary experience, you may be the one we're looking for.

Middle Office Manager

Finance & Planning

This position reports to the Head of Middle Office and is a member of the Middle Office team for Butterfield Asset Management.

Your responsibilities will include:

- preparing all internal management peer risk reporting and developing and enhancing the current reporting model, and devising a methodology for reviewing risk adjusted performance
- maintaining and monitoring compliance of client accounts against agreed IPS mandates
- managing performance data collection, maintaining benchmark data and composite performance
- assisting in statement generation ensuring timeliness and accuracy of client reporting
- reviewing investment risk measurements data completeness and accuracy, including calculating bond durations and yields and creditworthiness of debt instruments
- managing electronic feeds across various operating and storage platforms ensuring appropriate reconciliations between same
- assisting in the production of quarterly fund fact sheets and weekly fund update reports
- overseeing the trade order management process – routing and confirming trades originating from the front office to the back office
- overseeing trade confirmation between front office and broker network
- ensuring proper allocation of all trades from block trades to individual accounts and monitoring adherence to client IPS

Your experience/skills may include:

- university degree in Accounting or Finance with a minimum of 10 years or more experience in investment, accounting, risk, and or fund service functions
- CFA Designation
- hands-on knowledge of asset management servicing and related risk controls
- ability to design and implement complex work flows across multiple functions
- ability to motivate teams and work to tight deadlines
- working knowledge of Bloomberg API, SS&C Portia, and Quantitative Risk Management
- proficient in Microsoft Office suite of applications

CLOSING DATE: 23 September 2016

All applications should be forwarded **via e-mail** to: resumes@butterfieldgroup.com

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

www.butterfieldgroup.com



Butterfield

THE BAHAMAS | BERMUDA | CAYMAN ISLANDS | GUERNSEY | SWITZERLAND | UNITED KINGDOM

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