

# **HARBOUR FINANCIAL SERVICES LIMITED**

Invites applications for the position of  
**Senior Fund Accountant/Investor Services Administrator**

We are seeking to employ a Part-time Senior Fund Accountant/Investor Services Administrator who has the flexibility to work full time as necessary. The successful candidate will be responsible for a portfolio of investment entities, hedge funds, private equity funds, companies and trusts and duties will include:

- Preparing NAV calculation and financial statements to review stage, including the booking of all investor subscriptions, redemptions and transfers
- Reconciliation of all broker trades including bank statements
- Performing the relevant due diligence and regulatory reporting on all Investor trades in line with company policy
- Working closely with the Account Manager in the launch and set up of new funds
- Preparing year-end financials and liaising with auditors

***Candidates for this position must possess the following:***

- A degree in accounting or finance, an accounting designation is preferred (ACA, ACCA, CPA or equivalent)
- Overall industry experience of at least 10 years.
- Detailed knowledge of fund accounting software packages preferably PFS Paxus
- Knowledge of AML/ATF policies and procedures
- Ability to work extended hours, weekends and public holidays as necessary

Salary together with benefits will be commensurate with experience.

Candidates will be given a practical test as part of the interview process. All applications with detailed resume should be in writing and sent either by email to: [hr@wakefieldquin.bm](mailto:hr@wakefieldquin.bm) or via mail:

General Manager, Wakefield Quin Ltd, Victoria Place, 31 Victoria Street, Hamilton HM 10

**Closing Date: March 10th, 2017**