



Compliance and Operations Administrator

Bermuda Investment Advisory Services Ltd. (BIAS) is an Investment Management firm with related offices in Bermuda and Cayman that provides discretionary investment management services for private clients, companies, captive insurers and trusts located in jurisdictions around the world.

BIAS is seeking a qualified and well-experienced individual, flexible enough to fill multiple roles as a Compliance and Operations Administrator.

Key Responsibilities:

- Assisting the Compliance Manager in the preparation and maintenance of client files and documentation as well as other matters requiring assistance by the Compliance Manager
- Providing support on Operations for both Cayman and Bermuda office
- Assist the Deputy Financial Controller with respect to accounts payable and daily cash controls and payments
- Assist with the investment of pension funds as well distribute pension statements to clients
- Cover for other staff whilst they are on vacation, both in Bermuda and Cayman

Minimum requirements include:

- University degree in Business, Accounting, Finance or Economics
- Investment qualification such as Canadian Securities Course, US Series 7, or CFA Level 1 pass
- Knowledge of Compliance requirements for the investment industry, inclusive of AML/ATF screening
- Flexibility to be located in either Bermuda or Cayman on short notice

If you are looking for a rewarding and challenging career, please submit a detailed resume to:

Human Resources,

Bermuda Investment Advisory Services Ltd.

**1st Floor Wessex House, Reid Street, Hamilton HM11,
Bermuda**

Or by fax to 1-441-292-7292; or email: hrrecruiting@bias.bm

Closing Date: June 6, 2017

BIAS is an equal opportunity employer

Licensed to conduct investment business by the Bermuda
Monetary Authority