

Manager, Client Services

About MUFG Investor Services

MUFG Investor Services provides asset servicing solutions to the global investment management industry. Leveraging the financial and intellectual capital of MUFG – one of the largest banks in the world with \$2.4 trillion in assets – we provide clients access to a range of leading solutions from fund administration, middle-office outsourcing, custody, foreign exchange, trustee services and depository to securities lending and other banking services

About MUFG Fund Services (Bermuda) Limited

MUFG Fund Services (Bermuda) Limited is fully licensed by the Bermuda Monetary Authority to act as a Fund Administration service provider and is part of MUFG's Investor Services Group.

Requirement

Due to exceptional demand for its services MUFG Fund Services (Bermuda) Limited is seeking a Manager 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 the Senior Manager to manage a team and provide excellent service to MFS clients. This role involves working on funds with a variety of deliverables, daily, weekly and monthly.

Key responsibilities

- Responsible for NAV computation for all the funds belonging to the client accounts managed
- Responsible for peer review of NAV computation and ISAE16 compliant daily, weekly and monthly files
- Review pricing of portfolios including, Equities, Options, Futures, Fixed Income, OTC's, Forwards and Private Equity holdings.
- Manage and assist with client regulatory reporting requirements (i.e. Form PF, AIFMD)
- Manage and assist with the preparation and review of audited financial statements and tax returns as required
- Ensure that all client deliverables are on time and meet set quality standards
- Resolve issues/queries raised by the client in a timely manner and maintain a high level of client satisfaction and retention
- Manage, train and mentor junior team members as assigned
- Adhere to controls and processes/procedures for the purpose of NAV computation
- Ensure compliance with all regulatory norms for fund accounting function for accounts managed
- Ensure timely preparation and submission of invoices for the client accounts managed
- Identify and highlight opportunities for internal process improvement and increase in efficiency
- Perform other duties as assigned and incidental to the work described above

Minimum Qualifications, Skills and Experience

- Have a minimum of 7 years progressive accounting and/or hedge fund administration experience (previous managerial experience is required)
- Hold a university degree in Business, Accounting or Economics, qualified accountant or other relevant qualification preferred
- Have excellent communication and interpersonal skills (oral, written and presentation)
- Be proficient in the Microsoft Office suite of software applications, with strong Excel skills
- Have a working knowledge of Bloomberg
- Experience with Advent Geneva would be an advantage
- Actively demonstrate the ability to operate at a high level and develop and maintain client confidence in their current role
- Be able to demonstrate an in-depth understanding of funds, fund structures, fee calculations, trading strategies, financial instruments and fund offering documentation

Preference will be given to candidates who:

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

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

If interested please visit our website to apply: www.mufg-investorservices.com/career/

All enquiries will be dealt with in strict confidence.

Closing date: July 6, 2017

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.