



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

Butterfield Asset Management Limited

This position reports to Executive Vice President and Group Head Asset Management and is responsible for management of all functions and individuals across the Middle Office team for Butterfield Asset Management.

Your responsibilities will include:

- preparing peak risk reports to ensure compliance with Investment Committee guidelines
- assisting in re-engineering the systems, controls and procedures of Butterfield Asset Management
- ensuring proper allocation of all trades from block trades to individual accounts and monitor adherence to client Investment Policy Statements (IPS)
- managing electronic feeds across various operating and storage platforms, ensuring appropriate reconciliations between same
- reviewing pricing data completeness and accuracy across the universe of securities held
- managing performance data collection
- maintaining benchmark data and composite performance
- assisting in statement generation to ensure timeliness and accuracy of client reporting
- assisting in preparation of all internal management reporting, including portfolio risk analytics and trading activity
- overseeing collateral management against margined accounts
- producing the weekly fund update reports and quarterly fund fact sheets

Your experience/skills may include:

- university degree in Accounting or Finance with a minimum of five years' experience in investments, accounting, risk, and/or fund service functions
- CFA designation required
- Hands-on knowledge of asset management servicing and related risk controls
- working knowledge of SAP, Portia, and Quantitative Risk Management (QRM) would be an asset
- ability to design and implement complex work flows across multiple functions
- ability to motivate teams and work to tight deadlines
- proficient in Microsoft Office suite of applications

CLOSING DATE: 28 August 2017

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

ATTENTION: Human Resources

Hardcopy applications will not be accepted.



www.butterfieldgroup.com



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The Bank of N.T. Butterfield & Son Limited is licensed to conduct banking business by the Bermuda Monetary Authority. Address: 65 Front Street, Hamilton HM 12 | P.O. Box HM 195, Hamilton HM AX, Bermuda | (441) 295 1111