



## **Head of LPI Fund Administration Services**

Kane LPI Solutions Limited is seeking a dynamic and experienced individual for the Head of LPI Fund Administration Services position. Reporting directly to the Managing Director; the successful applicant will be responsible for the day to day control of the Bermuda Life, Pension and Investment Department, overseeing all facets of operations, ensuring that policies and procedures are in place to meet client implementation targets, compliance with regulatory requirements, service level objectives and effectively growing our Fund Administration capabilities and client base.

### ***Responsibilities***

- Management of the client service team structure, staffing levels, process review, training, performance management and ensuring adequate resources to meet client service level objectives.
- Provide oversight on all aspects of the client service procedures, including implementation ensuring appropriate controls are in place to conform to internal and external compliance and regulatory requirements in order to maintain SOC1 compliance.
- Act as principal contact for clients, attend client meetings and give client presentations.
- Identify and capitalize on potential Investment Fund Administration and other LPI opportunities.
- Develop and implement an effective growth strategy for Kane LPI Solutions in Bermuda.
- Manage the implementation of new clients and other marketing initiatives, including the preparation of business plans.

### ***Qualifications***

- University Degree
- A recognized professional accounting designation (ACA, CA, CPA or equivalent)
- Minimum eight years' experience working in the investment/ insurance industry
- Minimum five years demonstrated management experience
- Significant knowledge of Fund Administration and ILS structures
- Investment/Insurance product and Pension experience would be advantageous
- Experience in obtaining and maintaining a SOC1 Type II certification
- Detailed understanding of accounting principles including US GAAP and IFRS
- Detailed understanding of Bermuda Fund Administration regulatory provisions
- Exceptional work ethic with ability to motivate a team of professionals to provide exceptional client service
- Strong analytical skills, a high attention to detail, organized and capable of managing multiple client deliverables in a timely manner
- Excellent verbal and written communication skills, and proven ability to work under own initiative to meet strict deadlines
- Expert MS Office Suite skills
- Second language would be advantageous

Interested applicants are invited to apply in writing no later than **October 9<sup>th</sup>, 2017**, by sending **your resume, covering letter (indicating Bermudian, Spouse of Bermudian, PRC or Non-Bermudian) and two professional references to:** [recruitment.bermuda@kane-group.com](mailto:recruitment.bermuda@kane-group.com). **Phone: 441-232-5270.** Subject should state "Head of LPI Fund Administration Services"