



UNION BANCAIRE PRIVEE ASSET MANAGEMENT (BERMUDA) LIMITED

MANAGER MIDDLE OFFICE AND FUND OPERATIONS

Union Bancaire Privée Asset Management (Bermuda) Limited is a wholly owned subsidiary of Union Bancaire Privée UBP S.A., one of Switzerland's largest privately owned banks specializing in private and institutional banking.

We are seeking to recruit a qualified Chartered Accountant to act as Manager, Middle Office and Fund Operations with responsibility for managing the local middle office function, and coordinating with the Global Middle Office team. Specific responsibilities include:

- Overseeing the local middle office function relating to a portfolio of hedge fund of funds, alternative UCITS funds, and long only funds
- Liaising with the Global Head of Middle Office ensuring procedures and controls are implemented as required and consistently across locations;
- Ensuring equity and fixed income trades are matched and settlement instructions sent on a daily basis, including contacting brokers to resolve trade breaks;
- Performing settlement follow up on failing trades through working with counterparties to resolve settlement issues;
- Approving and/or instructing cash collateral transfers and cash settlement transfers;
- Providing daily support to internal and external portfolio managers;
- Summarizing fund investor activity for portfolio managers;
- Performing regulatory reporting to the funds' directors and risk team;
- Reviewing fund administrators' cash and position reconciliations, following up on any breaks;
- Reviewing fund administrators' NAV calculations;
- Reconciling fund administrator portfolio reports to external portfolio managers' reports and investigate differences;
- Implementing new controls and reporting as required;
- Authorizing fund expenses;
- Calculating fund performance estimates;
- Communicating investment decisions to the funds' custodian, ensuring all terms are accurate;
- Monitoring and testing fund compliance with the prospectus and key agreements etc.;
- Coordinating fund audits with administrators and independent auditors;
- Liaising with the parent bank on operational matters, and liaising as required with external service providers including lawyers, auditors, administrators, regulators, investment managers and custodians;
- Assisting in the launch of new products, including preparation and review of prospectuses, agreements and other corporate documents; and
- Taking responsibility for special projects as required.

The successful applicant will:

- Be a CPA/CA with at least four years of post-qualification experience;
- Have recent experience in middle office operations and /or fund administration as either an accountant or auditor and be able to demonstrate a detailed knowledge of fund operations, fund accounting, generally accepted accounting principles related to investment companies (US/IFRS), fund structuring and the form and content of prospectuses;
- Have knowledge of and experience with equities, fixed income securities, derivatives and alternative investment products;
- Be familiar with middle office and/or shadow accounting systems and associated tools such as Bloomberg;
- Be highly organized, detail focused, and possess strong written and oral communication skills;
- Have a mature and professional working style and be able to demonstrate ownership of designated tasks, confidentiality, and the ability to meet deadlines.

Candidates with or pursuing a CFA charter or CAIA designation would be preferred.

We are a small but busy office. As such, the successful candidate must be willing to take a "hands-on" approach to his/her responsibilities. The position may require the individual to work extended hours to meet the needs of our clients and parent bank.

Salary and benefits will be commensurate with experience. All applications will be treated in strict confidence. Interested persons should apply in writing by forwarding a full curriculum vitae of qualifications and previous work experience by Friday October 6th, 2017 to Human Resources, Union Bancaire Privée Asset Management (Bermuda) Limited, P.O. Box HM2572, Hamilton, HM KX or by e-mail to emiskiewicz@ubam.bm.