



Apex Fund Services, established in Bermuda in 2003, is one of the world's largest independent fund administration and middle office solutions providers with offices in 35 locations worldwide. Apex has continually improved and evolved its product suite by surrounding these core administrative services with additional products spanning the full value chain from information delivery and regulatory products to a full middle office solution and fund listings database. Apex now administers the investments of some of the largest funds and institutional investors in the world. www.apexfundservices.com

Senior Fund Accountant – Insurance Accounting (ILS)

We are currently hiring at the above level within the organization. We are looking for highly motivated individuals with a particular focus on attention to detail and impeccable service standards. PAXUS and Advent Geneva experience is an advantage for this role.

Responsibilities

- To ensure timely and accurate NAV calculation on a weekly or monthly basis
- Processing of security and cash transactions for portfolios
- Reconciliation of the portfolio from broker to in-house systems
- Responding to client enquiries in a timely and efficient manner
- Ensuring compliance with regulatory requirements and other requirements of the funds specifications
- Ensure a timely and accurate delivery of the core service and product
- Preparation and analysis of financial statements in line with GAAP (Statutory and US)
- Ensure anti-money laundering policies and procedures are adhered to
- Maintain a controlled operating environment in conjunction with SSAE18 controls laid down for the company
- Ensure all deliverables are met on a timely and accurate basis
- Supervision and training of fund accounting staff and other projects as needed
- The willingness to work overtime and public holidays when required

Applicant must possess:

- a professional designation such as C.A.; C.P.A.; C.M.A.; C.F.A.; A.C.C.A.; A.C.A.; IATI
- 2-3 years experience in a similar role incorporating the above functions, with at least 2 years experience within the hedge fund and insurance industry.
- Strong knowledge of investment and insurance accounting
- Detailed working knowledge of GAAP and statutory reporting standards
- Detailed knowledge and understanding of local regulations and interaction with BMA;
- Computer proficiency with advanced knowledge of Microsoft Office suite of products, experience on Advent Geneva and Paxus an advantage
- Ability to work in small teams and proven ability to maintain positive working relationship in a fast paced office with continually changing demands.
- An ability to work to and meet agreed deadlines
- Excellent interpersonal and written communications skills

All applications will be strictly confidential. Interested candidates should apply to the following:

Regional Human Resources Manager

P.O. Box 2460, Hamilton, HMJX

T) 292-2739, F) 292-1884

recruitment@apex.bm

Closing deadline for receipt of applications is April 6, 2018

NO AGENCIES PLEASE