



Delphi Management Limited (Delphi) is an established fund administration business based in Bermuda. From its origins in 1997 as an owner-managed business, Delphi has grown from strength to strength and currently provides a range of fund services to a diverse client base across the globe. During 2018 the business was acquired by First Names Group (Group), a leading independent provider of trust, fund, real estate and corporate services in strategic locations worldwide. Delphi is now part of the Group's fund administration arm, which operates under the Moore Management (Moore) Brand. We are seeking to fill the following position:

## **Vice President**

This position will involve hands-on client work for a portfolio of clients. In common with many of the private equity roles in our organization a high degree of client interaction is expected and the position requires a blend of analytical problem solving skills and first flight client and team participation skills. The ideal applicant should be conversant with understanding limited partnership agreements and deal documentation and capable of providing helpful commentary in this regard. A thorough understanding of the capital call process including equalization procedures, the distribution cycle including the working mechanics of the waterfall calculation, and the investment valuation process are a must. Extensive knowledge of US GAAP and IFRS is a prerequisite and good working knowledge of Corporate Secretarial Practices would be of advantage. Additionally, experience in equity markets trading for private clients would be helpful, as would some practical knowledge of FATCA and similar regimes.

The applicant must possess all the following educational qualifications, experience and skills:

- A university degree coupled with a professional accounting qualification (CA or equivalent) with at least 10 years post-qualification experience of Private Equity, Real Estate and Hedge Fund administration experience
- The ability to prepare US GAAP and IFRS financial statements for audit and the capability to steer clients through the audit and valuation process
- Proven customer service skills within the alternatives or audit industry
- A working knowledge of KYC and AML procedures
- A working knowledge of FATCA, CRS and similar regimes would be an advantage

Candidates must be:

- A self-motivated team member and possess an appreciation of the demands placed on all members of a team in a smaller office environment
- Client focused with the desire to provide superior service
- Possess strong analytical capabilities with the ability to identify and solve complex technical accounting issues and other problems
- Thoroughly conversant with MS office suite of products with a demonstrable superior aptitude in advanced MS Office use with a particular focus on Excel and Access integration
- Willing and able to learn the specialized software used to facilitate client servicing
- Highly organized, capable of meeting deadlines, and possess excellent planning and execution skills
- Possess excellent verbal and written skills
- Willing and able to work outside of normal office hours to serve a worldwide client base, which may include working on public holidays if necessary

To Find out more about Delphi, First Names Group and Moore Management, please visit the following websites at [www.delphi.bm](http://www.delphi.bm), [www.firstnames.com](http://www.firstnames.com) or [www.mooremanagement.com](http://www.mooremanagement.com)

Licensed by the Bermuda Monetary Authority under the Investment Funds Act 2006

Licensed by the Bermuda Monetary Authority under the Corporate Service Provider Business Act 2012

Salary and benefits will be commensurate with experience.

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Closing date: July 15, 2018