

## Senior Manager, Client Services

MUFG Investor Services provides asset servicing solutions to the global investment management industry. Leveraging the financial and intellectual capital of MUFG – one of the largest banks in the world with \$2.4 trillion in assets – we provide clients access to a range of leading solutions from fund administration, middle-office outsourcing, custody, foreign exchange, trustee services and depository to securities lending and other banking services

### About MUFG Fund Services (Bermuda) Limited

MUFG Fund Services (Bermuda) Limited is fully licensed by the Bermuda Monetary Authority to act as a Fund Administration service provider and is part of MUFG's Investor Services Group.

#### Requirement:

Due to exceptional demand for its services MUFG Fund Services (Bermuda) Limited is seeking a Senior Manager, Client Services to work in its Bermuda office. This is a unique opportunity to join a dynamic, fast growing, global organization. The successful applicant will work closely with the Head of Client Services, Bermuda to manage a large team and provide excellent service to MFS clients. This role involves working on funds with a variety of deliverables, daily, weekly and monthly.

#### Core responsibilities:

- Lead and manage a large team providing a full range of fund accounting/administration services to hedge fund clients, including: financial accounting for equity, derivative, insurance linked securities, fixed income, and foreign exchange products; Net Asset Value (NAV) calculation and financial statement preparation; and investor record keeping and recording
- Manage and oversee the pricing of portfolios including equities, derivatives, insurance linked securities, fixed income and forwards, including FX trades and foreign currency hedging
- Oversee the production and review of SSAE 16 compliant daily, weekly and monthly files
- Manage and assist with client regulatory reporting requirements (i.e. Form PF, CPO-PQR, AIFMD)
- Plan and lead the preparation and review of audited financial statements and tax returns as required
- Support the reinsurance team to ensure seamless integration of middle office and NAV ops functions.
- Ensure that all client deliverables are on time and meet set quality standards
- Resolve and escalate issues/questions raised by the client in a timely manner and maintain a high level of client satisfaction and retention
- Manage, train and develop junior managers and other team members as assigned
- Ensure teams adhere to controls and processes/procedures for the purpose of NAV computation
- Comply with all regulatory norms for fund accounting function for accounts managed
- Actively assist with internal and ISAE audit mandates as required
- Ensure timely preparation and submission of invoices for the client accounts managed
- Identify and highlight opportunities for internal process improvement and increase in efficiency
- Participate in company and client initiatives outside of normal deliverables and responsibilities
- Perform other duties as assigned and incidental to the work described above

#### The successful candidate should:

- Have a minimum of 10 years progressive experience in hedge fund administration/audit, with at least 5 of these years in a manager role
- Hold a university degree in Business, Accounting, Science or Economics, qualified accountant or other relevant qualification preferred
- Have advanced financial accounting skills and experience accounting for complex financial instruments
- Possess a strong working knowledge of Advent Geneva and Bloomberg systems
- Be able to demonstrate a working knowledge of hedge fund regulatory reporting requirements
- Be able to demonstrate a good understanding of reinsurance products, collateral management and other middle office functions.
- Be proficient in the Microsoft Office suite of software applications, with strong Excel skills
- Actively demonstrate the ability to operate at a high level and develop and maintain client confidence in their current role
- Have excellent communication and interpersonal skills (oral, written and presentation)
- Be able to demonstrate an in-depth understanding of funds, fund structures, fee calculations, trading strategies, financial instruments and fund offering documentation

#### Preference will be given to candidates who:

- Have performed in a similar role
- Are Bermudian or spouse of a Bermudian

Candidates will be required to attend an interview. Candidates will also be required to sit and Excel based case study and industry knowledge test.

If interested please send your resume to: [askHR-Bermuda@mfsadmin.com](mailto:askHR-Bermuda@mfsadmin.com)

All enquiries will be dealt with in strict confidence.

Closing date: November 6, 2018

#### **MUFG Fund Services (Bermuda) Limited**

A subsidiary of MUFG Investor Services Holdings Limited.

MUFG Fund Services (Bermuda) Limited is incorporated in Bermuda as a limited company. Company Registration Number LC/1797.

MUFG Fund Services (Bermuda) Limited is licensed by the Bermuda Monetary Authority under the Investment Funds Act 2006.

MUFG Fund Services (Bermuda) Limited is licensed by the Bermuda Monetary Authority under the Corporate Services Providers Business Act 2012.

MUFG Fund Services (Bermuda) Limited is licensed to conduct Trust Business by the Bermuda Monetary Authority.

Registered Office: The Belvedere Building, 69 Pitts Bay Road, Pembroke HM 08, Bermuda.