

Centaur Fund Services (Bermuda) Limited ("Centaur") is seeking energetic and ambitious individuals who are interested in furthering their career in an entrepreneurial environment with an experienced management team.

Centaur is a specialist alternative investment fund administrator founded in 2009 with offices in Dublin, London, New York, Bermuda and Cayman Islands. Centaur provides its services to high profile investment funds. Centaur's ethos is focused entirely on the quality of service and accountability it can offer its clients.

These Bermuda based roles consist of managing client relationships, ensuring superior client service and the delivery of accurate information in a timely fashion.

## Senior Operations Manager

Reporting to the COO, the Senior Operations Manager will be responsible for assisting management related to global administration of investment funds related to Bermuda based clients, including the delivery to clients, and maintaining the client relationship.

- △ Assisting in managing the global team for Bermuda based clients, including training and professional development
- △ Recruit additional resources as required to ensure high standard of client service
- △ Manage the day to day operations, in coordination with supporting managers, including daily, weekly, monthly and annual deliverables
- △ Manage client-specific requests and define projects to develop processes to improve the product offering
- △ Build a relationship with the stakeholders of the funds
- △ Provide technical expertise related to fund structures, investment strategies, management and performance fee calculations, and profit/loss allocations
- △ Preparation and review of valuation packages in line with clients' requirements
- △ Business development as operational and technical expert
- △ Preparation and review of financial statements, supporting information in relation to the year-end audit
- △ Participate in special projects, including quality control and process improvements

### Requirements:

University degree in Accounting, Economics, or Commerce is required. An internationally recognized accounting designation (CA, CPA, ACCA or equivalent), is required. Strong technical accounting skills and knowledge of current reporting standards. Analytical thinking and high level of accuracy and attention to detail. Ability to work under pressure. Strong proficiency in the use of Microsoft Office, including Excel, and industry standard accounting software (eFront, InvestTran or equivalent). Minimum 10 years' previous industry experience with a solid understanding of accounting for the administration of alternative investment funds. Minimum 5 years' previous managerial experience with a proven track record to manage a global team.

## Assistant Manager Private Equity

Reporting to the Head of Private Equity, the Assistant Manager will be responsible the day to day administration of Private Equity Funds, delivery to clients, and assisting members of the team.

- △ Review and understand Fund documents and structures to ensure proper application of accounting and reporting obligations
- △ Review and calculate the Net Asset Value as required by the Fund documents and/or Fund manager
- △ Review and prepare waterfall calculations and liaise with Investor Services team in relation to capital calls and distributions
- △ Complete daily internal requirements and sign-off prior to the end of the day
- △ Review and prepare the annual financial statements, supporting information in relations to the year-end audit
- △ Meet all internal and external deliverables
- △ Maintain a good relationship with clients

### Requirements:

University degree in Accounting or Economics is required. An internationally recognized accounting designation (CA, CPA, ACCA or equivalent), is required. Strong technical accounting skills and knowledge of current reporting standards. Analytical thinking and able to challenge work. High level of accuracy and attention to detail. Ability to work under pressure. Strong proficiency in the use of Microsoft Office, including Excel. Understanding of industry standard accounting software (eFront, InvestTran or equivalent) is a plus. Minimum 5 years' previous industry experience with a solid understanding of accounting for Private Equity Funds. Minimum 2 years' previous managerial experience.

## Senior Fund Accountant Private Equity:

The Senior Fund Accountant will be responsible the day to day administration of investment funds in relation to Private Equity, delivery to clients, and assisting members of the team including but not limited to the following:

- △ Ensure accurate and timely calculation of net asset values ("NAVs") for investment Funds ("Funds")
- △ Understand the accounting and reporting obligations indicated by incorporation documents of the Funds
- △ Knowledge of the accounting for investments within Funds (knowledge of (direct investments, equity and debt positions, derivatives, and Fund of Funds, is a plus)
- △ Experience with diverse Fund structures, such as Master / Feeder Funds, Multi-Currency Funds, SPVs, Sidecars
- △ Preparation of schedules related to Fund processes, such as calls, distributions and waterfall calculations
- △ Assist the audit process related to Funds, including the preparation of annual financial statements with the necessary supporting information
- △ Ensure completion of internal and external deliverables
- △ Maintain a good relationship with clients

### Requirements:

University degree in Accounting or Economics is required. Strong technical accounting skills and knowledge of current reporting standards. Analytical thinking and able to challenge work. High level of accuracy and attention to detail. Ability to work under pressure. Strong proficiency in the use of Microsoft Office, including Excel, and industry standard accounting software. An internationally recognized accounting designation (CA, CPA, ACCA or equivalent), is not required but is an advantage. Minimum 3 years' previous industry experience.

Please send your CV to Marc Weaver at [careers@centaurfs.com](mailto:careers@centaurfs.com). All applications must be received by close of business on January 2, 2019