



Apex Fund Services Ltd.
20 Reid Street
3rd Floor, Williams House
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Hamilton, HM11
Bermuda

The Apex Group, established in Bermuda in 2003, is one of the world's largest fund solutions providers. The Group has continually improved and evolved its product suite and offers a full service solution to its clients: from fund administration, middle office, custody and depository to corporate services and fund platforms. Apex now administers the investments of some of the largest funds and institutional investors in the world.

www.apexfundsolutions.com

Account Manager – based in our Bermuda office

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 experience is an advantage for this role.

Responsibilities

- Ensuring the accuracy of the hedge fund accounting product including calculation of net asset value, allocations, management fees and incentive fees.
- Preparing, analysing, and reviewing periodic financial statements and keeping up to date with changes in applicable GAAP/IFRS standards;
- Managing audit process and assisting auditors/other fund participants and advisers;
- Support ongoing cash management;
- Maintaining best practices with cash movements and being responsible for the instructing the payment of expenses of client funds;
- Managing on-going client relationships.
- Report to the Senior Account Manager and be congruent in the team's goals and objectives
- Ensure a timely and accurate delivery of the core service and product, Fund Accounting and Transfer agency
- Implementation and setting up new funds
- Business development, new client implementation, production of net asset values (NAV) and quality control.
- Ensure business unit operates effectively within company standards and procedures
- Maintain a controlled operating environment in conjunction with SSAE16 controls laid down for the company
- Ensure all deliverables are met on a timely and accurate basis
- The willingness to work overtime and public holidays when required
- Ad hoc projects

Applicant must possess:

- An industry-relevant degree
- Professional accounting designation preferred (CPA, CMA, CA, ACCA etc.)
- 2-3 years' experience in a similar role with at least 2 years' experience within the Hedge Fund industry
- An ability to work to and meet agreed deadlines
- Highly organized and motivated individual with an acute attention to detail.
- Knowledge of IFRS and GAAP as applicable to Hedge Funds
- Detailed knowledge & understanding of securities and other financial instruments.
- Computer proficiency with advanced knowledge of Microsoft Office Suite.
- Strong Excel skills.
- Paxus experience would be an advantage
- Excellent interpersonal and written communication skills

We are looking for a highly motivated individual to join our team and service our international and local clients. This is a dynamic position involving a broad variety of responsibilities. We require a candidate who is flexible, fast-thinking, a team player with a collaborative approach but who can also work well on their own initiative. All applications will be strictly confidential.

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

Regional Human Resources Manager
recruitment@apex.bm

Closing Date: July 8, 2019