

## HARBOUR FINANCIAL SERVICES LIMITED

Invites applications for the position of  
**Senior Fund Accountant/Investor Services  
Administrator**

We are seeking to employ a **Part-time** Senior Fund Accountant/Investor Services Administrator who has the flexibility to work full time as necessary. The successful candidate will be responsible for a portfolio of investment entities. Duties will include but are not limited to:

- Performing the administration of any services pursuant to administration agreements in respect of a portfolio of hedge funds, private equity funds, companies and trusts.
- Preparing NAV calculation and financial statements to review stage, including the booking of all investor subscriptions, redemptions and transfers.
- Reconciliation of all broker trades including bank statements.
- Performing the relevant due diligence on all Investor trades in line with company policy.
- Develop and maintain relationships with investors, investment advisors/managers, banks, brokers and auditors.
- Working and liaising with other departments within the Wakefield Quin group as required.
- Work closely with the Account Manager in the launch and set up of new funds.
- Regulatory reporting
- Review of financial statements prepared by fund accountant along with Investor trades.
- Preparing year-end financials and liaising with auditors.

*Candidates for this position must possess the following:*

- A degree in accounting or finance, an accounting designation is preferred (ACA, ACCA, CPA or equivalent)
- Overall industry experience of at least 10 years.
- Detailed knowledge of fund accounting software packages preferably PFS Paxus
- Knowledge of AML/ATF policies and procedures
- Ability to work extended hours, weekends and public holidays as necessary

Salary together with benefits will be commensurate with experience.

Candidates will be given a practical test as part of the interview process. All applications with detailed resume should be in writing and sent either by email to: [hr@wakefieldquin.bm](mailto:hr@wakefieldquin.bm) or via mail:

General Manager, Wakefield Quin Ltd, Victoria Place, 31 Victoria Street, Hamilton HM 10

**Closing Date: 13 December 2019**

**Harbour Financial Services Limited is licensed by the Bermuda Monetary Authority under the Investment Funds Act 2006.**

**Address: Victoria Place, 31 Victoria Street, Hamilton HM 10, Bermuda**