

# CENTAUR

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, Canada 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 client relationships. This will include (but not be limited to) the following:

- ⤴ Assist 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 relationships with the stakeholders of the funds
- ⤴ Provide technical expertise related to fund structures, investment strategies, management and performance fee calculations, and profit/loss allocations
- ⤴ Prepare and review valuation packages in line with clients' requirements
- ⤴ Business development as operational and technical expert
- ⤴ Prepare and review financial statements and 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, CIA or equivalent), is required. Minimum 8 years' previous managerial experience with a proven track record to manage a global team. Minimum 15 years' previous industry experience with a solid understanding of accounting for the administration of alternative investment funds. 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).

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## **Assistant Manager, ILS Funds:**

The Assistant Manager, ILS Funds will be responsible for the day-to-day administration of investment Funds (including Insurance Linked Securities funds and reinsurance companies), delivery to clients, and managing and assisting members of the team. This will include (but not be limited to) the following:

- ⤴ Ensure accurate and timely calculation and review of net asset values ("NAVs") for Funds
- ⤴ Interpret and implement the accounting and reporting obligations indicated by incorporation documents of the Funds
- ⤴ Accounting for investments for Funds (including reinsurance contracts, ILWs, Cat Bonds, etc.)
- ⤴ Accounting for diverse fund structures, such as Master / Feeder Funds, Fund of Funds
- ⤴ Review management and incentive fees calculation
- ⤴ Lead the audit process related to Funds, including the preparation and review of annual financial statements and supporting information
- ⤴ Ensure completion of internal and external deliverables
- ⤴ Maintain a good relationship with clients

## **Requirements:**

University degree in Accounting, Economics, or Commerce is required. An internationally recognized accounting designation (CA, CPA, ACCA, CIA or equivalent) is required. Minimum 5 years' previous industry experience. Minimum 2 years' previous managerial experience. Strong technical accounting skills and knowledge of current reporting standards for ILS funds. Familiarity with a Funds process of side pocketing investments, diverse fund structures such as Master / Feeder Funds and Fund of Funds (knowledge of SPVs, Sidecars will be a plus). 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 (InvestOne, Advent Geneva, or equivalent).

**Please send your CV to [careers@centaurfs.com](mailto:careers@centaurfs.com). Closing date March 13, 2020.**