



## **UNION BANCAIRE PRIVEE ASSET MANAGEMENT (BERMUDA) LIMITED**

### **MIDDLE OFFICE AND FUND OPERATIONS ACCOUNTANT**

Union Bancaire Privée Asset Management (Bermuda) Limited is a wholly owned subsidiary of Union Bancaire Privée (“UBP”), one of Switzerland’s largest privately owned banks specializing in wealth management for private and institutional clients.

We are seeking to recruit a qualified Chartered Accountant to act as Middle Office and Fund Operations Accountant with responsibility for the middle office operations across a portfolio of UBP sponsored investment vehicles, including fund of hedge funds, alternative UCITS funds, and client specific mandates. Specific responsibilities include:

- Overseeing all operational aspects of investment funds by liaising with and / or providing support to internal and external portfolio managers, fund directors, risk and reporting teams, fund administrators, custodians, brokers, trading counterparties and auditors;
- Maintaining the accounting records of investment products on UBP’s portfolio management software; including reconciling cash and positions to custodian records;
- Managing the trade matching and settlement process for select equity and fixed income trades;
- Reviewing administrator net asset value calculations;
- Managing the expenses cycle; including paying expenses, setting budgets, monitoring accruals and calculating TERs;
- Performing regulatory and compliance requirements; including reconciliation of fund records to custodians, counterparties and trade repositories;
- Calculating and/or reviewing foreign currency transactions to hedge investor capital;
- Calculating or reviewing NAV performance estimates;
- Implementing new controls and reporting as required, assessing current procedures for productivity and efficiency improvements;
- Assisting in the launch of new products, including review of prospectuses, agreements and other corporate documents and coordinating the onboarding with service providers; and
- Taking responsibility for special projects as required.

The successful applicant will:

- Be a CPA/CA with at least two years of post-qualification experience;
- Have recent experience in middle office operations and/or fund administration as either an accountant or auditor and be able to demonstrate a detailed knowledge of fund operations, fund accounting, generally accepted accounting principles related to investment companies (US/IFRS), fund structuring and the form and content of prospectuses;
- Have knowledge of and experience with equities, fixed income securities, derivatives and alternative investment products;
- Be highly organized, detail focused, and possess strong written and oral communication skills;
- Be team focused, and flexible acknowledging that deliverables are shared amongst the small team;
- Have a mature and professional working style and be able to demonstrate ownership of designated tasks, confidentiality, and the ability to meet deadlines.

Candidates with or pursuing a CFA charter or CAIA designation would be preferred.

We are a small but busy office. As such, the successful candidate must be willing to take a “hands-on” approach to his/her responsibilities. The position may require the individual to work extended hours and public holidays to meet the needs of our clients and parent bank.

Salary and benefits will be commensurate with experience. All applications will be treated in strict confidence. Interested persons should apply in writing by forwarding a full curriculum vitae of qualifications and previous work experience by Tuesday March 31st, 2020 to Human Resources, Union Bancaire Privée Asset Management (Bermuda) Limited, P.O. Box HM2572, Hamilton, HM KX or by e-mail to [elaine.miskiewicz@bm.ubp.com](mailto:elaine.miskiewicz@bm.ubp.com). Contact: 295-8339

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