

# Head of Operations

## Asset Management

Closing date: 26 August 2020

HSBC Bank Bermuda Limited is seeking a driven individual who will be responsible for managing the day to day delivery within the context of the strategy and framework set out by the Head of Asset Management. The Head of Operations will have management responsibility for the Product function and ensure compliance with functional, regulatory, Asset Management and/or Group policies, procedures, and internal controls. The Head of Operations is expected to be an instrument of change and possess a high degree of knowledge and experience in the Asset Management field.

### Major responsibilities

- Implement and administer Asset Management's Operational strategy to support the delivery of new products, processes and reporting and controls needed by the Asset Management business, its clients, counterparties and regulators
- Identify, manage and mitigate operational, regulatory and reputational risks within the Asset Management Operations function with an oversight of the Product Management Function
- Implement operational change, in response to changes in business strategy, client requirements and/or regulatory requirements: effectively working with key service providers, primarily the Fund Administrator, and key internal stakeholders
- Co-ordinate and act as a point person for all internal and regulatory audits, compliance monitoring and testing reviews.
- Maintain a list of actions from reviews / audits and ensure all points are closed out in a timely manner
- Coordinate the business continuity needs for Asset Management to satisfy internal requirements
- Implement Group policy locally: maintaining HSBC internal control standards
- Oversee and assist in preparation of feasibility studies / business cases for new products and facilitate submission of such reports to senior stakeholders
- Work in a leadership capacity within a small team environment and lead projects with cross functional teams

### Minimum qualifications

- A University Degree is required and a Post Graduate Degree or Professional designation in Investments or Project Management is preferred
- 15 years' work experience in Operations within the asset management industry focusing on systems implementations, mitigating operational risk and a strong governance framework
- Excellent oral and written communication and negotiation skills, with experience at communicating with staff and customers at all levels
- Demonstrated ability to lead, manage and motivate staff
- Strong problem resolution skills, ability to work under pressure and prioritize tasks to meet deadlines
- Advanced proficiency in Microsoft Suite of products specifically Excel, Word and Database applications including the capability of directing the formation of new databases, complex spreadsheets and workflow diagrams

Interested applicants are invited to apply by sending a completed employment application and your résumé and cover letter to:

**Email:**  
recruitment.dept@hsbc.bm

**Fax:** 279-5826

Recruitment Department,  
Human Resources, HSBC  
Bank Bermuda Limited, 37  
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at [www.hsbc.bm](http://www.hsbc.bm). All enquiries will be held in strict confidence.

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