

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.

Financial Reporting Manager – North America:

Reporting to the COO, the Financial Reporting Manager – North America will be responsible for providing a technology driven service offering to Centaur clients within North America by delivering a streamlined financial reporting solution. This will include (but not be limited to) the following:

- △ Define projects to develop processes and improve Centaur's product offering
- △ Recruit, train and manage a global team for the financial statements production within Centaur North America
- △ Create templates for the preparation of financial statements
- △ Manage the process of preparing and reviewing annual financial statements in accordance with the relevant Fund accounting framework
- △ Review and ensure accuracy of disclosures via review of legal documents governing the fund and disclosures required under specified accounting standards
- △ Provide technical expertise on accounting standards to all fund accounting teams across multiple locations
- △ Review the work of others and ensure all work is scheduled to meet agreed timelines
- △ Liaise with auditors in finalizing and clearing all queries on financial statements
- △ Build and maintain positive relationships with key stakeholders such as investment managers, auditors and colleagues

Requirements:

A University degree in Business, Accounting or Economics is required. An internationally recognized accounting designation (CA, CPA, ACCA, CIA or equivalent) is required. Minimum 15 years' previous relevant industry experience. Minimum 10 years' previous managerial experience. Strong technical accounting skills and knowledge of current reporting standards such as, US GAAP & IFRS including BMA statutory reporting requirements. A knowledge of regulations (e.g. UCITS, and CFTC) to understand the range of disclosures permissible under the relevant legislation. Strong proficiency in the use of Microsoft Office, including Excel, and industry standard accounting software (InvestOne, Advent Geneva, or equivalent).

Financial Reporting Assistant Manager:

Reporting to the Financial Reporting Manager – North America, the Financial Reporting Assistant Manager will assist Centaur in providing a technology driven service offering to clients, delivering a streamlined financial reporting solution. This will include (but not be limited to) the following:

- △ Manage the process of preparing and reviewing annual financial statements in accordance with the relevant Fund accounting framework
- △ Review and ensure accuracy of disclosures via review of legal documents governing the fund and disclosures required under specified accounting standards
- △ Coordinate the year-end financial statements preparation process and ensure that all queries relating to the financial statements are resolved on a timely basis
- △ Ensure audit and financial reporting related issues are identified and investigated on a timely basis; and provide guidance for solutions
- △ Review the work of others and ensure all work is scheduled to meet agreed timelines
- △ Maintain positive relationships with key stakeholders

Requirements:

A University degree in Business, Accounting or Economics is required. An internationally recognized accounting designation (CA, CPA, ACCA, CIA or equivalent) is required with a minimum 2 years' post qualification experience in the Asset Management / Financial Services sector. Minimum 5 years' total previous relevant industry experience in asset management accounting either an Audit Firm or Hedge Fund Administrator where the candidate has gained an understanding of financial products. Detailed knowledge of US GAAP and IFRS with an understanding of other GAAPs e.g. UK GAAP. Ability to research issues and present findings in a professional manner. Strong technical skills and attention to detail along with good knowledge of relevant accounting standards and regulatory requirements pertaining to the funds.

Senior Private Equity Real Estate Fund Accountant:

Reporting to the PERE Manager, the Senior PERE Fund Accountant will be responsible for the day to day administration of investment funds in relation to Private Equity, delivery to clients, and assisting members of the team including but not limited to the following:

- △ Ensure accurate and timely calculation of net asset values for investment Funds
- △ Understand the accounting and reporting obligations indicated by incorporation documents of the Funds
- △ Knowledge of the accounting for investments within Funds (knowledge of direct investments, Equity and Debt positions, derivatives, and Fund of Funds, a plus)
- △ Experience with diverse Fund structures, such as Master / Feeder Funds, Multi-Currency Funds, SPVs, Sidecars
- △ Preparation of schedules related to Fund processes, such as calls, distributions and waterfall calculations
- △ Assist the audit process related to Funds, including the preparation of annual financial statements with the necessary supporting information
- △ Ensure completion of internal and external deliverables
- △ Maintain a good relationship with clients

Requirements:

A University degree in Business, Accounting or Economics is required. Minimum 3 years' previous relevant industry experience. Strong technical accounting skills and knowledge of current reporting standards. Analytical thinking and able to challenge work. Strong proficiency in the use of Microsoft Office, including Excel, and industry standard accounting software. An internationally recognized accounting designation (CA, CPA, ACCA or equivalent), is not required but is an advantage.

Investor Services Specialist:

The Investor Services Specialist will be responsible for managing a small number of client relationships, ensuring superior client service and the delivery of accurate information in a timely fashion. The successful candidate will have responsibility for their clients' portfolios from start to finish. This will include (but is not limited to) the following:

- △ Build a relationship with the stakeholders of the funds
- △ Understanding of fund structures related to both private equity and insurance linked securities (ILS) investment strategies, performance fee calculations, AML / KYC & compliance regulations
- △ Processing of investor related activity, including call / distributions notices, subscriptions / redemptions letters, as well as any other ad hoc investor activity
- △ Excellent written and oral communication
- △ Deliver a high level of service and immediate response time to all client and investor queries Manage client-specific requests and define projects to develop processes to improve the product offering
- △ Work with external auditors in preparation of year-end financial statements for the Funds
- △ Work closely with the Compliance Officer to ensure all AML procedures are followed in accordance with Centaur's Anti-Money Laundering procedures manual

Requirements:

A University degree in Business, Accounting or Economics is required. The successful candidate will be self-motivated and will show an ability to work in a demanding and progressive environment, meeting deadlines as necessary. The role will require working outside normal business hours regularly to meet client deliverables. Strong proficiency in the use of Microsoft Office, including Excel. Familiarity with a recognized Transfer Agency software application such as HWM Mantra, would be an advantage. A strong work ethic and exhibits excellent attention to detail. A minimum of 2 years' previous relevant industry experience in an Investor Services role at Fund Administrator and knowledge of both ILS and Private Equity Funds is preferred. Strong understanding of Bermuda and Cayman Islands Anti Money Laundering regulations is required.

Please send your CV to careers@centaurfs.com. Closing date 25 August 2020.