



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, one of Switzerland's largest privately owned banks specializing in private and institutional banking.

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 hedge fund of funds, alternative UCITS hedge funds, and long only funds. Specific responsibilities include:

- Providing daily support to internal and external portfolio managers;
- Performing collateral management;
- Reviewing and approving fund administrators' NAV calculations;
- Assisting risk and compliance teams with risk and regulatory reporting;
- Performing cash and position reconciliations for alternative investment and equity portfolios using portfolio management software and middle office systems.
- Calculating and/or monitoring foreign currency transactions required to hedge FX investor capital;
- Managing the trade matching and settlement process for equity and fixed income trades;
- Managing the fund expense cycle; including paying expenses, setting budgets, monitoring accruals and calculating TERs;
- Calculating fund performance estimates;
- Performing quality control on investment security master data;
- Coordinating fund audits with administrators and independent auditors;
- Monitoring and testing fund compliance with the prospectus and key agreements etc.;
- Liaising with the parent bank on operational matters, and liaising as required with external service providers including lawyers, auditors, administrators, regulators, investment managers and custodians;
- Assisting in the launch of new products, including preparation and review of prospectuses, agreements and other corporate documents; 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 familiar with middle office and/or shadow accounting systems and associated tools such as Bloomberg;
- Experience with Black Rock Aladdin portfolio management software would be beneficial;
- Be highly organized, detail focused, and possess strong written and oral communication skills;
- 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 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 Friday April 16, 2021 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. Contact: 295-8339.