



Cedar House
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Executive Director, Client Service Management, Location Head

About MUFG Investor Services

MUFG Investor Services provides asset servicing solutions to the global investment management industry. Leveraging the financial and intellectual capital of MUFG – one of the largest banks in the world with \$2.9 trillion in assets – we provide clients access to a range of leading solutions from fund administration, middle-office outsourcing, custody, foreign exchange, trustee services and depository to securities lending and other banking services

About MUFG Fund Services (Bermuda) Limited

MUFG Fund Services (Bermuda) Limited is fully licensed by the Bermuda Monetary Authority to provide Fund Administration, Trustee and CSP services and is part of MUFG's Investor Services Group.

Requirement

The successful applicant will work as our location head to oversee the management of our local office and provide excellent service to MFS clients.

Key responsibilities

- Oversight of all day to day operations and client deliverables in Bermuda;
- Providing leadership, direction, oversight and mentoring to staff in the Bermuda office;
- Ensure clients are serviced to the highest possible standard and development and maintain key client relationships;
- Define client service and engagement model by client segment across the operational chain
- Represent Bermuda office in liaising with client's investors, regulator's, custodians, lawyers and external auditors;
- Coordinate and drive business developments opportunities in Bermuda and assist in the integration of any new business as they arise;
- Work with local and global HR to ensure staff are being trained and professionally developed;
- Ensure compliance by fund clients with the regulatory requirements in their respective jurisdictions;
- Implement and maintain proper system of internal controls;
- Participate in global initiatives and projects;
- Represent the Bermuda office locally and at global meetings and ensure global decisions are implemented in the Bermuda Office; and
Additional ad hoc duties as and when needed.

The successful candidate should

- A minimum of 10-15 years progressive managerial experience in the investment fund industry, including senior management experience;
- University degree in Commerce, Accounting or Economics required;
- Experience in accounting for reinsurance entities would be a distinct advantage;
- Experience and thorough understanding of business processes and procedures and the internal controls thereof;
- Actively demonstrate the ability to operate at a high level and develop and maintain client confidence in their current role;
- A comprehensive understanding of funds, fund structures, as well as working knowledge of US and/ or International GAAP pronouncements;
- The ability to assimilate complex financial orientated issues;
- Senior level experience ensuring the Bermuda office operates effectively and within guidelines and standards;
- Excellent communication and interpersonal skills (oral, written and presentation);
- Good negotiation skills, sound business judgment and an ability to be decisive;
- Proficiency in the Microsoft Office suite of software applications, with strong excel skills; and
- Experience in the use of Advent Geneva and the review of Bermuda statutory filings would be a distinct advantage.

If interested please send your resume to: jessica@iep.bm

All enquiries will be dealt with in strict confidence.

Closing date: July 14, 2021

MUFG Fund Services (Bermuda) Limited

A subsidiary of MUFG Investor Services Holdings Limited.

MUFG Fund Services (Bermuda) Limited is incorporated in Bermuda as a limited company. Company Registration Number LC/1797.

MUFG Fund Services (Bermuda) Limited is licensed by the Bermuda Monetary Authority under the Fund Administration Provider Business Act 2019.

MUFG Fund Services (Bermuda) Limited is licensed by the Bermuda Monetary Authority under the Corporate Services Providers Business Act

2012. MUFG Fund Services (Bermuda) Limited is licensed to conduct Trust Business by the Bermuda Monetary Authority.

Registered Office: 4th Floor North, Cedar House, 41 Cedar Avenue, Hamilton HM12