



Apex Group Ltd, established in Bermuda in 2003, is one of the world's largest independent fund administration and middle office solutions providers with offices in 35 locations worldwide. Apex has continually improved and evolved its product suite by surrounding these core administrative services with additional products spanning the full value chain from information delivery and regulatory products to a full middle office solution and fund listings database. Apex now administers the investments of some of the largest funds and institutional investors in the world. **[www.theapexgroup.com](http://www.theapexgroup.com)**

**Account Manager– Apex Group Ltd.**

We are currently hiring at the above level within the organization. We are looking for a highly motivated individual with a particular focus on attention to detail and impeccable service standards to join our team.

**Responsibilities**

- You will be responsible for the detailed review of the reconciliation and calculation of periodic (monthly/quarterly) net asset values of various private equity and hybrid funds, including.
- Review/Reconciliation of investment portfolios, dividends and interest, corporate actions, and investor capital activity.
- Dealing with requests from and communicating with the investment manager regarding all aspects of the accounts operation.
- Updating accounting and client relationship management systems, updating and verifying statistical information, reviewing financial statements, and working with external auditors.
- You will be responsible for the oversight of client relationships, ensuring timely and accurate NAV calculation along with any other client specific reporting requirements.
- Review of allocations for capital events, including capital calls, distributions and equalization events
- Liaising with Investment Managers, Broker's, Custodians on a daily basis
- Ensuring client enquiries are answered in accordance with Apex service standards on an ongoing basis
- Ensuring compliance with regulatory requirements and other requirements of the funds specifications
- Ensuring compliance with all internal deadlines for reporting and MIS
- Ensuring accurate internal revenue reporting
- Supervision and training and recruitment of accounting staff
- Ensure accurate delegation of work across your team
- Ensure effective communication with colleagues and corresponding departments
- Ensure appropriate communication to VP and escalation where appropriate.

**Skills Required:**

- At least 4-5 years extensive fund accounting experience including supervision/management of teams
- Experience with general ledger accounting
- Private Equity fund accounting experience, with demonstrated knowledge of fund types and life-cycle events
- Proficiency in advanced Excel functions
- Strong computers skills including Excel & Word
- Excellent communication and inter-personal skills
- Excellent attention to detail with strong organizational skills
- An ability to think critically and objectively
- The flexibility and willingness to work additional hours as needed
- University degree - accounting, finance, business or economics preferred (or overseas equivalent)
- Experience using the system Investran

All applications will be strictly confidential. Interested candidates should apply to the following:

**Regional Human Resources Manager**

P.O. Box 2460, Hamilton, HMJX

T) 292-2739, F) 292-1884

**[recruitment@apex.bm](mailto:recruitment@apex.bm)**

**Closing deadline for receipt of applications October 8, 2021**

**NO AGENCIES PLEASE**