

# Expertise

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## Vice President, Investor Services

Arthur J Gallagher & Co (Bermuda) Limited, an insurance brokerage and risk management company is looking for an Vice President, Investor Services to join their wholly-owned subsidiary Horseshoe.

Horseshoe, an Artex Risk Solutions company is the world's largest Insurance-Linked Securities ("ILS") service provider, specialized in insurance management, risk transformation, fund administration, advisory and corporate services. Powered by the talent of our people, employing over 100 ILS dedicated professionals, and operating in all major ILS locations from Bermuda, Cayman Islands, United States, Ireland, London and Guernsey, we are proud to be leading the way with our comprehensive suite of solutions. With a market share in excess of 50%, Horseshoe is well positioned to add value to its clients, by offering differentiating insight into the ILS industry with data, trends and themes. We are constantly innovating and enhancing our offering to provide our clients with the best solution in a fast-paced re/insurance market, where business needs and challenges are evolving all the time.

We are looking for a talented and experienced Vice President, Investor Services to join our dynamic and fast-growing company. The successful candidate will manage the Fund Services Investor Services team, and report to the Senior Vice President Investor Services. The role is based in our Bermuda office and has responsibility for client servicing, investor reporting services for our fund clients across hedge fund and insurance linked strategies, preparing complex ad hoc client reports and overseeing regulatory reporting requirements.

### Responsibilities include but are not limited to:

- Oversee the delivery of a full range of investor services to assigned fund clients
- Ensure timely and accurate processing of all subscriptions, redemptions and transfers
- Supervise fund launches and implementation of new clients including set up of all transfer agency records
- Review offering documents and service agreements for funds, mutual funds, unit trusts, & partnerships
- Manage client compliance with relevant AML/ATF and FATCA & CRS regulations
- Manage and review the creation and reporting of side pockets for ILS fund structures
- Manage, motivate and train staff to continually achieve goals while creating an environment that exemplifies teamwork and respect
- Continually evaluate the efficiency and effectiveness of operational policies, procedures and controls to ensure timelines are met, departmental productivity is maximized, and both errors and operational risk are minimized
- Work closely with management to develop new tools to service new client requirements
- Assist with business development, including completion of RFPs and client fee proposals
- Perform transfer agency functions if required including but not limited to processing subscriptions, redemptions, share transfers and generating client ad-hoc reporting
- Provide vision, leadership and direction to operations and strategic planning areas of the company
- Assist with ad-hoc projects, as required

### Required qualifications and skills:

- University Degree in Finance (or similar discipline); accounting qualification advantageous (ACA/ACCA/CIMA/CPA)
- Recently (within last 2 years) worked in excess of 8 years for a fund administrator with at least 5 years' experience managing investor services staff
- Advanced knowledge of anti-money laundering regulations, due diligence procedures, ERISA requirements and equalization methods
- In depth understanding and experience with creating side pockets for hedge fund structures will be preferred
- Strong understanding of FATCA & CRS regulations
- Must have proven experience in managing, training and developing staff
- Proven supervisory experience in a complex operations management department
- High proficiency in excel running and creating functions, pivot tables, and charts
- Excellent written and verbal communication skills and problem-solving skills
- Ability to meet tight deadlines and must be prepared to work extended hours and public holidays as required

This is an excellent career opportunity with a global and fast-growing company. To apply please send your résumé to jobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy policy, available on our website.

**Closing Date: October 15, 2021**