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**ACCOUNT MANAGER**

SS&C Fund Services (Bermuda) Ltd, a division of SS&C GlobeOp, is a licensed fund administrator regulated by the Bermuda Monetary Authority under the Fund Administration Provider Business Act 2019. SS&C's unique business model combines end-to-end expertise across financial services operations with proprietary software and service solutions. SS&C is a publicly traded company listed on the NASDAQ and is ranked as the top fund administrator globally with over \$2.1 trillion in assets under administration. SS&C is committed to providing consistent administration services and scalable technology platforms to a diverse portfolio of hedge funds, private equity funds, insurance linked securities funds, and re/insurance clients.

The successful candidate will be responsible for working under the direction of an Associate Director to ensure the efficient delivery of services to our clients.

**Primary responsibilities include:**

- Value a portfolio of investments including equities, private equity, fixed income, futures, forwards, swaps, cat-bonds, and reinsurance contracts in accordance with the Fund's valuation policy and prepare net asset valuation file at each valuation date for a portfolio of clients;
- Process and reconcile all trading activity, cash & collateral movements and corporate actions for a portfolio of investments;
- Prepare periodic reports for related insurance entities or bespoke Fund reports as required;
- Assist with quarterly or annual regulatory filings for Classes of Insurers (Class 3, 4, or SPI);
- Prepare annual statutory and GAAP financial statements with supporting notes;
- Respond to queries from investors, investment managers or insurance managers, and other interested parties on a timely basis;
- Perform all necessary administrative tasks to ensure compliance with the Fund's regulatory requirements;
- Coordinate with SS&C internal teams to complete tasks as required.

**The successful candidate will possess the following qualifications/skills:**

- A recognized professional accounting designation (e.g. CA, CPA, or ACCA) and a minimum of 5 years of recent post-qualified work experience as it relates to hedge funds, private equity, insurance linked securities funds and reinsurance entities;
- Work experience with fund administrators or audit experience with accounting firms (or similar) will be considered an asset;
- Working knowledge of US and/or International GAAP pronouncements;
- Experience in reviewing reinsurance contracts, accounting for reinsurance entities, and preparation of statutory returns will be a distinct advantage;
- Proven ability to provide high quality professional service, organized, strong commitment to meeting deadlines in a demanding work environment, and able to work with minimal supervision;
- Excellent interpersonal, written and verbal communication skills;
- Strong analytical skills with attention to detail;
- Strong computer skills with advanced proficiency in Microsoft Office applications;
- Experience in the use of Advent Geneva accounting software

Due to the nature of SS&C's business, the working of overtime at certain times including some public holidays is required. Salary and benefits will be commensurate with experience.

All applications will be treated in strict confidence. Interested candidates should apply in writing and indicate status (Bermudian, Spouse of Bermudian, PRC, or Non-Bermudian) to:

**P.O. Box HM 3348, Hamilton, HM PX**  
**T: 295-0329, F:295-3926**  
**or [cperinch@sscinc.com](mailto:cperinch@sscinc.com)**

**NO AGENCIES PLEASE**

***Deadline for receipt of applications is 11th February 2022***