



## UNION BANCAIRE PRIVEE ASSET MANAGEMENT (BERMUDA) LIMITED

### MANAGER, MIDDLE OFFICE AND FUND OPERATIONS

Union Bancaire Privée Asset Management (Bermuda) Limited is a wholly owned subsidiary of Union Bancaire Privée ("UBP"), one of Switzerland's largest privately owned banks specializing in wealth management for private and institutional clients.

We are seeking to recruit a qualified Chartered Accountant to act as Manager, Middle Office and Fund Operations with responsibility for managing the local middle office team and coordinating with the Global Middle Office team.

Specific responsibilities include:

- Overseeing the local middle office function relating to a portfolio of hedge fund of funds, client specific mandates, alternative UCITS funds, and long only funds;
- Managing the allocation of work within the middle office team, ensuring all deadlines are met;
- Liaising with the Group middle office team and other Group teams such as product development, risk and client services, ensuring procedures and controls are implemented as required and consistently across locations;
- Managing the implementation of new controls and reporting as required, assessing current procedures for productivity and efficiency improvements;
- Overseeing all operational aspects of investment funds, liaising with and / or providing support to internal and external portfolio managers, fund directors, risk and reporting teams, fund administrators, custodians, brokers, trading counterparties and auditors;
- Playing a significant role in the operational aspects of onboarding new products / funds.

Specific functions of the middle office team include:

- Maintaining investment portfolios on asset management software - performing reconciliations and data management;
- Reviewing administrator net asset value calculations;
- Collateral management;
- Managing the expenses cycle; including paying expenses, setting budgets, monitoring accruals and calculating TERs;
- Performing regulatory and compliance requirements; including reconciliation to counterparties and trade repositories;
- Calculating and/or reviewing foreign currency transactions to hedge investor capital;
- Calculating or reviewing portfolio performance estimates;
- Special projects as required.

The successful applicant will:

- Be a CPA/CA with at least four years of post-qualification experience;
- Have team management experience in a current or previous role;
- 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;
- Have experience with asset management software such as Blackrock Solutions' Aladdin and related tools such as Bloomberg;
- Be highly organized, detail focused, and possess strong written and oral communication skills;
- Be team focused, and flexible acknowledging that deliverables are shared amongst the small team;
- 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 and public holidays 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 13 April 2022 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.

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