

Centaur is a specialist alternative investment fund administrator founded in 2009 which provides its services to high profile investment funds. Centaur has a strong pipeline of new business and expects its growth to continue in all locations. Centaur's ethos is focused entirely on the quality of service and accountability it can offer its clients.

Centaur Fund Services (Bermuda) Limited ("Centaur") is seeking energetic and ambitious individuals who are interested in furthering their career in an entrepreneurial environment with an experienced management team. These demanding roles call for professionals who are enthusiastic to be part of a team that will help Centaur continue its progression to becoming a leading service provider.

Associate - Investor Services

Reporting to the Investor Services Vice President, the individual will be responsible for managing a small number of client relationships, ensuring superior client service and the delivery of accurate information in a timely fashion. The successful candidate will have responsibility for their clients' portfolios from start to finish. This will include (but not be limited to) the following:

- △ Build relationships with the stakeholders of the funds
- △ Understanding of fund structures related to both private equity and ILS investment strategies, performance fee calculations, AML/ KYC & compliance regulations
- △ Processing of investor related activity, including capital call and distribution notices, subscriptions/ redemptions letters, as well as any other ad hoc investor activity
- △ Excellent written and oral communication
- △ Deliver a high level of service and immediate response time to all client and investor queries
- △ Manage client-specific requests and define projects to develop processes to improve the product offering
- △ Work with external auditors in preparation of year-end financial statements for the Funds
- △ Participate in ad hoc projects as needed
- △ Strictly adhere to established departmental procedures and controls

Requirements:

A University degree in Business, Accounting or Economics is required. The successful candidate will be self-motivated and will show an ability to work in a demanding and progressive environment. Strong proficiency in the use of Microsoft Office, including Excel. Familiarity with a recognized Transfer Agency software application such as HWM Mantra, would be an advantage. A minimum of 2 years of industry experience in an Investor Services role at a Fund Administrator and knowledge of both ILS and Private Equity Funds is preferred. Strong understanding of Bermuda Anti Money Laundering regulations is required.

Assistant Vice President – Investor Services

Reporting to the Vice President of Investor Services the individual will be responsible for managing a team and a small number of client relationships, ensuring superior client service and the delivery of accurate information in a timely fashion. The role will also have a significant focus on AML and AEOI compliance services. The successful candidate will have responsibility for their clients' portfolios from start to finish. This will include (but not be limited to) the following:

- △ Build relationships with the stakeholders of the funds
- △ Excellent understanding of fund structures related to both private equity and ILS investment strategies, performance fee calculations, AML/ KYC & compliance regulations
- △ Review of investor related activity, including call/ distribution notices, subscriptions/ redemptions letters, as well as any other ad hoc investor activity
- △ Excellent written and oral communication
- △ Effectively manage the team and ensure all deliverables are met.
- △ Build relationships with the stakeholders of the funds
- △ Excellent understanding of fund structures related to both private equity and ILS investment strategies, performance fee calculations, AML/ KYC & compliance regulations
- △ Review of investor related activity, including call/ distribution notices, subscriptions/ redemptions letters, as well as any other ad hoc investor activity
- △ Excellent written and oral communication
- △ Effectively manage the team and ensure all deliverables are met.
- △ Deliver a high level of service and immediate response time to all client and investor queries
- △ Manage client-specific requests and define projects to develop processes to improve the product offering
- △ Work with external auditors in preparation of year-end financial statements for the Funds
- △ Participate in ad hoc projects as needed
- △ Strictly adhere to established departmental procedures and controls
- △ Manage department wide responsibilities of all compliance related tasks related to AML/KYC and AEOI.

Requirements:

A University degree in Business, Accounting or Economics is required. The successful candidate will be self-motivated and will show an ability to work in a demanding and progressive environment. Strong proficiency in the use of Microsoft Office, including Excel. Familiarity with a recognized Transfer Agency software application such as HWM Mantra, would be an advantage. A minimum of 7 years of industry experience in an Investor Services role at a Fund Administrator and knowledge of both ILS and Private Equity Funds is preferred. A minimum of 3 years experience of managing people is required. Strong understanding of Bermuda and Cayman Islands Anti Money Laundering, FATCA and CRS regulations is required.

Please send your CV to Marc Weaver at careers@centaurfs.com. All applications must be received by close of business on May 16th, 2022.