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The Regent Group comprises Regent Management Ltd, Kensington Fund Services Ltd. (licensed as a Fund Administrator by the Bermuda Monetary Authority) and Mayfair Corporate Services Ltd. (licensed as a Corporate Service Provider by the Bermuda Monetary Authority). We are expanding our business and are looking to fill the following position.

## **ACCOUNT MANAGER**

### **General Duties and Responsibilities**

- Supervise and review the calculation of net asset values and other deliverables as prepared by the Fund Accounting team;
- Supervise the transfer agency function to ensure that shareholder transactions are quickly and accurately processed;
- Manage relationships with clients, other service providers, directors and investors;
- Assisting in the development of compliance procedures and policies;
- Perform special projects as required;
- Willingness to work extended hours and public holidays as required.

### **Skills, Qualifications & Experience**

- Recognized professional accounting designation with at least 5 years post qualification experience in fund administration;
- Experience with MS office applications, Worldcheck, Bloomberg and fund accounting software;
- Capable of taking ownership of multiple tasks with an attention to detail;
- Proven ability to meet reporting deadlines.

Salary will be commensurate with experience and qualifications. Applications must be submitted in writing by email to [hr@regent.bm](mailto:hr@regent.bm)

No Agencies Please

Closing Date is 13th July 2022