



Cedar House  
4th Floor North  
41 Cedar Avenue HM 12  
Bermuda  
T: +1 441 295 1355  
F: +1 441 295 6759

## **Senior Associate, Client Operations, Fund Administration**

### **About MUFG Investor Services**

MUFG Investor Services provides asset servicing solutions to the global investment management industry. Leveraging the financial and intellectual capital of MUFG – one of the largest banks in the world with \$2.8 trillion in assets – we provide clients access to a range of leading solutions from fund administration, middle-office outsourcing, custody, foreign exchange, trustee services and depository to securities lending and other banking services.

### **About MUFG Fund Services (Bermuda) Limited**

MUFG Fund Services (Bermuda) Limited is fully licensed by the Bermuda Monetary Authority to act as a Fund Administration service provider and is part of MUFG's Investor Services Group.

### **Requirement**

Due to demand for its services we are looking for a Senior Associate, Client Operations, Fund Administration to work in our Bermuda office. This is a unique opportunity to join a dynamic, fast-growing, global organization. Reporting to the Associate Director, Client Operations, you will work to provide excellent service to our clients.

### **Key Responsibilities**

- Provide a full range of fund accounting/administration services to hedge fund clients, including: financial accounting for ILS, equity, derivative, fixed income, and foreign exchange products; Net Asset Value (NAV) calculation and financial statement preparation; and investor record keeping and recording
  - Price portfolios including Equities, Options, Derivatives, Commodities, Fixed Income and Forwards, including FX trades and foreign currency hedging
  - Prepare SSAE 16 compliant daily, weekly and monthly files
  - Ensure that all client deliverables, queries and issues are met on a timely basis and of a quality standard
  - Assist with the audit process and actively participate in the preparation of annual financial statements and other regulatory reporting requirements
  - Identify and highlight opportunities for internal process improvement and increase in efficiency
- Participate in various systems initiatives and projects and other duties as assigned

### **Minimum Qualifications, Skills and Experience**

- University Degree majoring in Accounting, Business, Science or Finance required
- An internationally recognized accounting designation (e.g. CA, ACCA or CPA)
- Minimum of three years progressive hedge fund administration or audit experience
- Strong communication and interpersonal skills (oral, written and presentation)
- Advanced financial accounting and/or auditing skills including experience in accounting for complex financial instruments
- Experience reviewing or auditing valuations of private equity/OTC investments
- Proficient in the Microsoft Office suite of software applications, with strong Excel skills
- Detailed knowledge of hedge fund accounting techniques
- Proven ability to gain and retain client confidence
- Ability to work efficiently within strict deadlines, where significant overtime may be required

### **Compensation**

MUFG provides all of its employees with an extremely competitive and attractive compensation package. In addition to base salary, there is a group medical insurance scheme, group pension scheme, reimbursement of professional subscriptions, paid holidays and assistance towards gym memberships.

We thank all candidates for applying; however, only those proceeding to the interview stage will be contacted. If you are contacted for a job opportunity, please advise us of any accommodations needed to ensure fair and equitable access throughout the recruitment and selection process. All accommodation information provided will be treated as confidential and used only for the purpose of providing an accessible candidate experience.

MUFG is an equal opportunity employer.

**If interested please visit our website to apply: [www.mufg-investorservices.com/career/](http://www.mufg-investorservices.com/career/)**

All enquiries will be dealt with in strict confidence.

**Closing date: August 17, 2022**

MUFG Fund Services (Bermuda) Limited

A subsidiary of MUFG Investor Services Holdings Limited.

MUFG Fund Services (Bermuda) Limited is incorporated in Bermuda as a limited company. Company Registration Number LC/1797.

MUFG Fund Services (Bermuda) Limited is licensed by the Bermuda Monetary Authority under the Investment Funds Act 2006.

MUFG Fund Services (Bermuda) Limited is licensed by the Bermuda Monetary Authority under the Corporate Services Providers Business Act 2012.

MUFG Fund Services (Bermuda) Limited is licensed to conduct Trust Business by the Bermuda Monetary Authority.

Registered Office: The Belvedere Building, 69 Pitts Bay Road, Pembroke HM 08, Bermuda.