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## **Junior Associate Director, Client Operations, Reinsurance**

### **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 Limited**

MUFG Fund Services 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 exceptional demand for its services MUFG Fund Services Limited is seeking a Junior Associate Director, Reinsurance to work in its Bermuda office. This is a unique opportunity to join a dynamic, fast growing, global organization. The successful applicant will work closely with the reporting Managers to provide excellent service to MUFG Investor Services clients.

### **Key Responsibilities**

Manage a small team and oversee all day-to-day transaction bookings, cash and accounting management for a Bermuda based reinsurance company

- Review and analysis of a variety of catastrophe reinsurance contracts
- Manage and assist in the preparation of daily/weekly/monthly management accounts and reporting packages
- Investigate issues pertaining to premiums payments, transaction settlements and reconciliation of trades
- Be proactive in developing and maintaining client relationships
- Perform and oversee transactions from post-trade through to audit completion
- Actively participate in the preparation of annual financial statements and other regulatory reporting requirements
- Support the reinsurance accounting team to ensure seamless integration of middle office and NAV functions
- Ensure that all client deliverables are on time and meet set quality standards
- Resolve and escalate issues/queries raised by the client in a timely manner and maintain a high level of client satisfaction
- Manage, train and develop junior team members as assigned
- Actively assist with internal and ISAE audit mandates as required
- Identify and highlight opportunities for internal process improvement and increase in efficiency
- Participate in various systems initiatives and projects and other duties as assigned
- Any other ad-hoc tasks as required

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

- Professional accounting designation (i.e. CPA, ACA or equivalent) with minimum 4 years' post qualification experience with at least 3 years of relevant funds and reinsurance accounting and/or auditing experience required.
- Working towards additional profession designation would be an asset but not required (i.e. ARe)
- Prior experience with an audit firm including audits of reinsurance and or fund entities.
- Strong, demonstrable working knowledge of reinsurance products and the insurance industry, including experience reviewing, accounting for and/or auditing reinsurance contracts and reinsurance entities.
- Advanced financial accounting and/or auditing skills including experience accounting for complex financial instruments
- Proven ability to gain and retain client confidence.
- Ability to work efficiently within strict deadlines, where significant overtime may be required
- Strong communication and interpersonal skills (oral, written and presentation)
- Have experience in leading team, strong in coordination and people management, possess excellent planning and organizational skills
- Be able to demonstrate a good understanding of ILS, transformers, funds, fund structures, trading strategies, financial instruments and fund offering documentation

### **Compensation**

MUFG provides all of its employees with a 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 confidentially apply to Jessica Redford at [jessica@iep.bm](mailto:jessica@iep.bm).**

All inquiries will be dealt with in strict confidence.

Closing date: December 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 Fund Administration Provider Business Act 2019. 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: 4th Floor North, Cedar House, 41 Cedar Avenue, Hamilton HM12