



BNY MELLON

**BNY MELLON ALTERNATIVE INVESTMENT  
SERVICES LTD.**

**Requires  
Fund Administrators / Account Managers  
For its  
Accounting Services Department**

BNY Mellon Alternative Investment Services Ltd., a subsidiary of The Bank of New York Mellon, headquartered in New York and with offices globally, provides comprehensive fund administration services for offshore and US open and close-ended investment companies. Our services include accounting, corporate secretarial, registrar and transfer agent, investor services and portfolio support.

The position involves the daily financial control of a portfolio of investment companies and limited partnerships, production of Net Asset Values, preparation of financial statements for audit, cash management and liaising with fund sponsors, lawyers, investment managers, banks, custodians, auditors and shareholders.

The successful applicant will have:

- A university education, preferably in accounting or finance, from an approved university;
- A minimum of two years experience in the production of monthly financial statements, preferably for investment companies;
- A minimum of two years experience in the accounting for different types of investments;
- A solid accounting background including theoretical as well as practical experience;
- Excellent Microsoft Word and Excel skills;
- A pleasant manner with excellent client service skills;
- A responsible approach to work and the ability to work both on one's own initiative and as a team member;
- Excellent organizational skills and a positive approach to change;
- The ability to meet deadlines and thrive under pressure;
- Excellent communication skills as well as a superior knowledge of the English language;
- The willingness to work overtime and public holidays when required;
- Preferably possess one or more of the following professional designations: ACA, ACCA, CA, CPA, CFA, CGA, CMA or ACMA.

Applications should be submitted in writing to:

The Personnel Manager  
BNY Mellon Alternative Investment Services Ltd.  
Suite #464,  
48 Par La Ville Road,  
Hamilton, HM11.

**REF: Acct. Mgr. March 2011**

Or

E-Mail: [bdaresume@bankofny.com](mailto:bdaresume@bankofny.com)

The closing date for the receipt of applications is **April 8, 2011.**  
Telephone applications or inquiries **will not** be accepted.