

You'll Enjoy Our Company



Fund Accountant

The International Life Division of the Argus Group is seeking an individual who will be responsible for ensuring the daily investment accounting and investment administration needs of the Division are performed in an accurate, timely and professional manner. The successful candidate will be well organized, enthusiastic, and able to meet and exceed the challenges of the daily operations of the International Life Division.

Core responsibilities include:

- Daily reconciliation of multi-currency cash accounts
- Placement of investment trades and posting to investment administration system
- Opening and maintenance of bank and investment accounts
- Monthly pricing of all investment holdings
- Production of monthly and quarterly investment-linked life and annuity policy valuations
- Routine reconciliation of all investment accounts
- Assist with the preparation of due diligence reports for potential new investment funds/managers
- Ongoing maintenance of investment and insurance files and databases

Qualifications and experience required:

- Three to five years' experience in an investment accounting or investment administration role
- University degree in a related field (e.g. accounting, business administration, finance, etc) or equivalent work experience
- In depth working knowledge of securities, including: stocks, bonds, mutual funds, managed accounts and derivatives
- In depth knowledge of investment account opening and banking procedures
- General knowledge and experience of life insurance administration
- Possess working knowledge of security trading and settlement procedures
- Strong knowledge of Microsoft Office, particularly Excel spreadsheets
- Willingness to work overtime, on occasion, to meet deadlines
- Strong communication skills
- Proven ability to work with limited supervision
- Proven ability to work well under pressure in a team environment to meet deadlines

Closing Date: Wednesday, April 20, 2011

**Send your resumé to: Human Resources Department,
The Argus Group, 14 Wesley Street, Hamilton, HM 11 or,
The Argus Group, P. O. Box HM 1064, Hamilton HM EX
tel: 295-2021 • fax: (441) 292-6763 • email: resume@argus.bm • www.argus.bm**

Argus strives to provide complete customer satisfaction by recruiting, developing and retaining the very best people who are committed to offering our customers exceptional service. Argus is an equal opportunity employer.



INVESTOR IN PEOPLE