

# **E**quinox Alternative Investment Services (Bermuda) Limited

Equinox Alternative Investment Services (Bermuda) Limited has been established as a premium boutique service provider within the alternative investment fund administration space.

We are looking to fill the following positions within the Bermuda Operating Company.

## **Group Manager – Fund Accounting**

The Group Manager's main responsibilities will include;

- Ensuring the timely and accurate delivery of administration services to all clients;
- Supervision and training of staff;
- Development and improvement of work flows and procedures;
- Management of initial client transitions;
- Preparation and analysis of budgets & management reporting packages;
- Taking responsibility for special projects.

The successful applicant will:

- Be a CA/CPA with at least five years of post qualification experience or an individual with at least seven years of experience in the hedge fund administration industry
- Have previous experience in the supervision of staff;
- Must be able to demonstrate a detailed knowledge of off-shore fund accounting and generally accepted accounting principles;
- Must be familiar with investment accounting computer applications and associated tools such as Bloomberg, Mark-it Partners and other market providers
- Have experience with multiple fund administration technology applications and detailed financial instrument pricing processes;
- Have a mature and professional working style and be able to demonstrate ownership of designated tasks, confidentiality, and ability to meet deadlines;
- Willingness to work extended hours and some public holidays

## **Account Manager- Fund Accounting**

The Account Manager's main responsibilities will include;

- Ensuring the timely and accurate delivery of administration services to all clients;
- Development and improvement of work flows;
- Preparation and analysis of financial statements & management reporting packages;
- Supervision and training of staff and other projects as required.

The successful applicant will have:

- An internationally recognized accounting designation or at least four years of relevant accounting experience in the hedge fund industry;
- Detailed working knowledge of GAAP for funds
- Detailed working knowledge and in depth understanding of securities and other financial instruments;
- Exceptional written and verbal communication skills;
- Computer proficiency with advanced knowledge of Microsoft Office suite of products
- Willingness to work extended hours and some public holidays

Interested applicants are invited to apply by sending their Curriculum Vitae to

Email: [hr@equinoxais.com](mailto:hr@equinoxais.com)

Fax: 1-441-292-9403

Closing Date: April 28, 2011

[www.equinoxais.com](http://www.equinoxais.com)