



## **The Business**

Apex Fund Services Ltd is a growing fund and corporate administration company focused on the provision of tailored client service within the offshore fund industry. Apex Fund Services Ltd provides administration services to offshore and onshore hedge funds from our servicing centers in Abu Dhabi, Bahrain, Bermuda, Canada, Cayman, China, Cyprus Dubai, Guernsey, Hong Kong, India, Ireland, Isle of Man, Jersey, Luxembourg, Malta, Mauritius, Saudi Arabia, Singapore, United Kingdom and USA.

## **Positions offered**

**Account Manager**  
**Senior Fund Accountant**

We are currently hiring at the above levels within the organization. We are looking for highly motivated individuals with a particular focus on attention to detail and impeccable service standards. PAXUS experience is an advantage for all roles.

## **Account Manager**

### **Responsibilities**

- Ensuring the accuracy of the hedge fund accounting product including calculation of net asset value, allocations, transfer agency functions and financial statement preparation and review, all while leading a team of Senior Fund Accountants.
- Report to the Senior Account Manager and be congruent in the team's goals and objectives
- Ensure a timely and accurate delivery of the core service and product, Fund Accounting and Transfer agency
- Ensure anti-money laundering policies and procedures are in place and adhered to
- Implementation and setting up new funds
- Business development, new client implementation, production of net asset values (NAV) and quality control.
- Ensure business unit operates effectively within company standards and procedures
- Maintain a controlled operating environment in conjunction with SAS 70 controls laid down for the company
- Ensure all deliverables are met on a timely and accurate basis
- The willingness to work overtime and public holidays when required
- Ad hoc projects

### **Applicant must possess:**

- a professional designation such as C.A.;C.P.A.; C.M.A.; C.F.A.; A.C.C.A.; A.C.A.; IATI
- 3-4 years experience in a similar role with at least 2 year experience within the Hedge Fund industry
- Knowledge of IFRS and GAAP as applicable to Hedge Funds
- A relevant qualification is an advantage
- Excellent interpersonal and written communication skills

## **Senior Fund Accountant**

### **Responsibilities**

- To ensure timely and accurate NAV calculation on a daily, weekly or monthly basis
- Processing of security and cash transactions for portfolios
- Reconciliation of the portfolio from broker to in-house systems
- Responding to client enquiries in a timely and efficient manner
- Ensuring compliance with regulatory requirements and other requirements of the funds specifications
- Assist management with special projects
- The willingness to work overtime and public holidays when required
- Ad hoc projects

### **Applicant must possess:**

- 2 - 3 years experience in a similar role with at least 2 year experience within the Hedge Fund industry
- An ability to work to and meet agreed deadlines
- An accountancy qualification would be an advantage
- Excellent interpersonal and written communications skills

Closing Date: April 26, 2011  
Contact: Amy Durham – Human Resource Manager  
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Find out more about us by visiting our Website at  
[www.apexfundservices.com](http://www.apexfundservices.com)