



## Supervisor - Fund Administration

Citi Hedge Fund Services, Ltd. is seeking a Supervisor – Fund Administration to join their Hedge Fund Services team. Citi provides accounting, investor services, and corporate secretarial support to hedge funds, funds of funds, derivative-based portfolios, and other alternative investment vehicles. Citi is seeking highly motivated professionals with a background in hedge fund services. The function of this role is to provide superior quality fund accounting services to a portfolio of complex Hedge Fund Clients.

### Expected Outputs and Duties:

- Manage and develop members of account team
- Review cash and position reconciliations with Brokers/Custodians
- Review and determine reasonableness of pricing of security positions
- Review and complete sign off on NAV calculations
- Review allocations and management and incentive fee calculations
- Prepare and review financial statements
- Planning and new fund set-up;
- Reporting and problem resolution;
- Maintain high-quality communication with clients, investors and auditors
- Enhance operations and industry knowledge; and,
- Perform Fund Accountant functions, if required.

Applicants for the position of Supervisor - Fund Administration will possess the following qualifications and skills:

- A professional designation such as C.A., C.P.A., C.M.A., or C.F.A.; or
- A university degree (B.A., B.Sc., M.B.A.) in a discipline relevant to the Accounting/Investment function,
- A minimum of four (4) years accounting experience in the investment industry or public accounting/auditing experience with exposure to a wide range of global investment activities
- Working knowledge of the Alternative Investment Industry;
- Solid understanding of alternative investment structures (hedge funds, venture capital funds, swap/exchange funds, fund of funds and master/feeder funds);
- Sound understanding of financial instruments and related valuation issues;
- In depth knowledge of U.S. GAAP and IFRS, particularly with reference to hedge funds;
- Advanced Computer Skills. Knowledge of Advent Geneva Accounting Platform and Hedgetek Allocation system is preferred;
- Basic understanding of legal and regulatory environment for alternative investment structures;
- Excellent verbal and written communication skills are required as this is a client facing role;
- Ability to work effectively under tight deadlines as part of the team.

Applicants invited for interview will be asked to complete a short test of their accounting and investment industry knowledge and skills.

Due to the cyclical nature of the role, overtime will be required on a regular basis in order to meet client deliverables.

Citi Hedge Fund Services, Ltd. is an equal opportunity employer and is licensed by the Bermuda Monetary Authority under the Investments Funds Act 2006

**Closing Date: May 11, 2011**

Curricula vitae should be sent to:

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