



Intermediate Analyst - Investor Services

Citi Hedge Fund Services, Ltd. is seeking a Intermediate Analyst in Investor Services to join their 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 investor services to a portfolio of complex Hedge Fund Clients.

Expected Outputs and Duties:

- Maintaining the Account Register for a portfolio of onshore and offshore funds;
- Collecting and reviewing Subscription/Redemption documents;
- Monitoring the cash flow of the fund's escrow accounts;
- Confirming Investor activity and balances for multiple funds;
- Answering inquiries from Investors and interested parties;
- Performing Anti-Money Laundering verification procedures;
- Liaising with Investment Managers;
- Maintaining the Investor Distribution List.

Applicants for the position of Intermediate Analyst - Investor Services will possess the following qualifications and skills:

- A University degree in business together with a minimum of two (2) years industry experience;
- Proven ability to organize a demanding workload;
- Advanced computer skills, including solid understanding of MS Excel and MS Word;
- Excellent verbal and written communication skills are required as this is a client facing role;
- Some experience in the supervision of staff;
- Self-motivation and an ability to work with minimum supervision in a demanding and progressive environment meeting deadlines.

Applicants invited for interview may be asked to complete a short test of their investor services 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: July 8th, 2011

Curricula vitae should be sent to:
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