



BNY MELLON
ALTERNATIVE INVESTMENT SERVICES

Requires
Fund Administrators / Account Managers
For its
Accounting Services Department

BNY Mellon Alternative Investment Services Ltd., a subsidiary of The Bank of New York Mellon Corporation, headquartered in New York and with offices globally, provides comprehensive hedge fund administration services for offshore and US open and close-ended investment companies. Our services include accounting, corporate secretarial, registrar and transfer agent, investor services and portfolio support.

The position involves the daily financial control of a portfolio of hedge funds including investment companies and limited partnerships, production of Net Asset Values, preparation of financial statements for audit, cash management and liaising with fund sponsors, lawyers, investment managers, banks, custodians, auditors and shareholders.

The successful applicant will have:

- A minimum of two years experience in hedge fund administration including the production of Net Asset Values and preparation of financial statements for audit;
- A minimum of two years experience in accounting and valuation for different types of investments;
- A thorough knowledge of the different types of offshore and domestic hedge fund investment products as well as their reporting requirements;
- Must be fully conversant with various hedge fund performance fee calculations including Series, Equalization Credit and other methodologies;
- A solid accounting background including theoretical as well as practical experience;
- Excellent Microsoft Word and Excel skills;
- A pleasant manner with excellent client service skills;
- A responsible approach to work and the ability to work both on one's own initiative and as a team member;
- Excellent organizational skills and a positive approach to change;
- The ability to meet deadlines and thrive under pressure;
- Excellent communication skills as well as a superior knowledge of the English language;
- The willingness to work overtime and public holidays when required;
- A university education, preferably in accounting or finance, from an approved university;
- Preferably possess one or more of the following professional designations: ACA, ACCA, CA, CPA, CFA, CGA, CMA or ACMA.

Applications should be submitted in writing to:

The Personnel Manager
BNY Mellon Alternative Investment Services Ltd.
Suite #464,
48 Par La Ville Road,
Hamilton, HM11.
REF: Acct Mgr Aug11
Or
E-Mail: bdaresume@bankofny.com

The closing date for the receipt of applications is **Aug 19, 2011**
Telephone applications or inquiries **will not** be accepted.