



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.

Position offered

Senior Account Manager/IT Officer

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 service standards. PAXUS experience is an advantage for all roles.

Senior Account Manager/IT Officer

Responsibilities

- Report directly to the managing director on the day to day control environment within the company
- Ensure business unit operates effectively within company standards and procedures
- Ensure all deliverables are met on a timely and accurate basis
- Maintain a controlled operating environment in conjunction with SAS 70 controls laid down for the company
- Involvement in all aspects of the company such as supervisory functions, training and recruitment of staff, monitoring of client service standards and IT requirements
- Ensure that all Financial Regulatory requirements are met in an efficient and timely manner
- Ensure anti-money laundering policies and procedures are in place and adhered to
- Up-date the Compliance and Anti-Money Laundering manuals on an on-going basis
- Compliance training of Fund Accounting staff
- Resolving all system related issues on PAXUS (system used by Apex)
- Approving upgrades of system
- Provide IT training and information to all staff
- Interact with IT head globally to resolve all IT issues company wide
- Resolve day to day and long term IT issues for the Bermuda office and provide assistance for all offices
- Daily interaction with IT service provider to ensure all problems are solved efficiently
- The willingness to work overtime and public holidays when required
- Ad hoc projects

Applicants 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 or proven designation in progress
- 6-7 years experience in a similar role with at least 2 year experience within the Hedge Fund industry
- Knowledge and understanding of various types of hedge fund structures and it's accounting
- Knowledge of IFRS and GAAP as applicable to Hedge Funds
- Excellent interpersonal and written communication skills

Closing Date: October 4th, 2011

Contact: Amy Durham – Human Resource Manager
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Find out more about us by visiting our Website at www.apexfundservices.com

No phone calls or agencies please.