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Senior Manager – Fund Administration

Butterfield Fulcrum a leading independent alternative fund administration company providing fund administration, middle office and reporting services to hedge funds, fund of funds, managed accounts, private equity and real estate funds. Headquartered in Bermuda, the company services more than 800 funds and has 11 offices in nine countries. A winning combination of proprietary technology and industry leading vendor based software places Butterfield Fulcrum in the position to provide a level of service beyond the reach of much of our competition. Butterfield Fulcrum has been in the alternative investment servicing business since 1995.

Requirement:

Due to exceptional demand for its services Butterfield Fulcrum Group is seeking a Senior Manager to work in its Bermuda office. This is a unique opportunity to join a dynamic, fast growing organization.

Reporting to the Managing Director, the Senior Manager will have overall responsibility for a portfolio of hedge fund clients in the commodities sector. Duties will include, managing a team of staff, coordinating the preparation, review and completion of fund administration process and acting as a primary client contact during the financial statement preparation and audit process.

Minimum Qualifications, Skills & Experience:

- University Degree
- Internationally recognized accounting qualification (CA, ACA, CPA or equivalent); minimum 7 years post qualified experience
- Have a minimum of five years experience in the administration of Hedge Funds, with a minimum of three years direct experience administering commodity hedge funds
- Thorough knowledge of Advent Geneva
- Be able to demonstrate a thorough understanding of hedge funds, in particular commodity hedge funds, hedge fund structures, fee calculations, trading strategies, financial instruments and fund offering documentation.
- Significant experience in accounting for complex derivative instruments
- Significant experience in accounting for complex debt instruments
- Preference will be given for candidates with experience in accounting for physical metals trading and also to those who have a Big 4 audit background.
- Ability to work efficiently within strict deadlines, where significant overtime may be required
- Strong writing and management accounting skills to prepare business cases
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Access etc)
- Strong interpersonal and communication skills
(both oral, written and presentation)

Interested? Please email jobs@expertise.bm

All enquires will be dealt with in strict confidence.

Closing date: October 24, 2011

