

J.P.Morgan

J.P. Morgan Private Equity Fund Services offers high quality outsourced administration services to private equity firms and institutional investors. To support the needs of the world's leading private investors, complex portfolios and global fund structures, J.P. Morgan provides innovative outsourced private equity, real estate and infrastructure solutions which leverage our extensive expertise, powerful technology and proven processes.

To maintain our high quality client service while expanding our international private equity client base, we need career-minded professionals who are dedicated to excellence and are confident in their abilities to excel in a dynamic and competitive industry.

J.P. Morgan-caliber employees possess exceptional communication skills and excellent attention to detail, are highly motivated and demonstrate a team-player attitude. Working at J.P. Morgan provides the opportunity to gain a diverse work experience by servicing a wide variety of complex private equity fund structures. We are seeking a qualified professional to fill the following position.

Officer, Fund Accounting Analyst

Job Responsibilities:

- Maintain books and records for private equity fund clients
- Book and review all investment and fund related journal entries (e.g. purchases, sales, stock splits, interest, capital calls, and distributions) for specific funds
- Assist with the monthly/quarterly close for specific funds and completion of related control documentation
- Assist on various ad hoc projects throughout the month (investor reporting and other client requests)
- Maintain investor information

Experience and Qualifications:

- CA, ACA, ACCA, or CPA designation, at least 2 years post qualification
- Previous private equity administration experience a strong plus
- Big Four' alternative funds audit experience preferred
- Thorough understanding of US GAAP; investment accounting knowledge/experience preferred
- Proficient in Microsoft Excel; experience with accounting general or sub-ledger applications a bonus
- Detail oriented with strong organizational skills and ability to manage multiple projects effectively
- Strong interpersonal skills including the ability to work with clients and colleagues at all levels
- Strong analytical and problem solving skills
- Effective verbal and written communication skills
- Ability to work independently and escalate issues when appropriate

J.P. Morgan offers highly competitive salaries and benefits.

To apply, please send your resume and cover letter by 7th November, 2011 to: Human Resources, JPM Administration Services (Bermuda) Limited, P.O. Box HM 527, Hamilton HM CX.

Alternatively, contact us by phone at (441) 298-3030, by email to carol.a.lee@jpmorgan.com or by fax at (441) 296-1262.