

## Assistant Vice President – Fund Administration

Applications are invited by the Cayman Islands office of MaplesFS for the position of

### Assistant Vice President – Fund Administration

who will be responsible for the preparation and review of complex monthly net asset valuations for a portfolio of hedge funds. Key duties will also include involvement in all client related administrative functions and liaising with lawyers, investment managers, prime brokers and other transaction counterparties in various international jurisdictions. He/she will deliver high levels of client service, ensuring that each relationship is compliant with internal policies and procedures.

The successful candidate will be a graduate with an excellent academic background and have a professional accounting designation with two years post-qualification relevant experience in investment fund accounting or if a professional designation is not held, five years experience in a similar role. Key skills required for this role include a detailed understanding of investment securities, investment transactions and internationally recognised accounting policies.

Preference will also be given to candidates who have direct experience working with industry leading accounting software systems (including Advent Geneva and FIS Investran). He/she will also be expected to demonstrate strong written and verbal communication skills.

We offer a supportive environment, structured on a team basis. Benefits include four weeks vacation (pro-rated for part years), health insurance and pension plan. Salary will reflect qualifications and experience and be in the range of US\$70,000 to US\$80,000.

Qualified applicants should write, enclosing their CVs, to [careers@maplesfs.com](mailto:careers@maplesfs.com) quoting reference: Cayman – AVP – Fund Administration.

Only successful candidates will be contacted.

MaplesFS, through its divisions Maples Fiduciary, Maples Fund Services and Maples Private Client Services, is an independent global provider of specialised fiduciary, fund administration, entity formation and management, insurance and trust and private client services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.