

## Supervisor– Investor Services

Applications are invited by the Hong Kong office of Maples Fund Services for the position of

### Supervisor- Investor Services

Who will report to the Senior Vice President/Vice President and oversee a team responsible for the provision of share registrar and transfer agency services to a variety of clients and fund structures in multiple jurisdictions.

Key duties will include being responsible for a portfolio of clients, reviewing offering and subscription documents. He/she will manage client-related administrative functions, liaise with investors, investment managers, directors, lawyers and other third party service providers in various international jurisdictions and will coordinate the client acceptance processes. He/she will ensure compliance, risk and operational policies are adhered to, and assist with training initiatives and general project work as required.

He/She will have a detailed understanding of all forms of investment fund structures, a comprehensive knowledge of relevant local and international laws and regulatory requirements as well as direct experience in managing a team of registrar and transfer agency administrators.

He/she will have experience of industry-recognised share registrar and transfer agency software systems and series, partnership, private equity and equalisation methodologies. He/she must also have a thorough understanding of anti money laundering requirements and relevant regulatory requirements including FATCA and CRS reporting.

He/she should be a Degree holder and 3 years relevant experience in registrar and transfer agency services.

The successful candidate will have a sound working knowledge of all Microsoft applications. The successful candidate will have excellent time management, organisational and prioritisation skills

plus excellent communication skills, both verbal and written (fluent written and oral English). Language ability in Mandarin would be an asset.

We offer a supportive environment, structured on a team basis. Benefits include 3 weeks vacation (pro-rated for part years), health insurance and pension plan. Our competitive remuneration package is based on qualifications and experience.

Qualified applicants should send their CVs to Maples Fund Services (Asia) Limited by email quoting reference: Supervisor - RTA. Only successful candidates will be contacted.

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Maples Fund Services is a leading independent provider of accounting, middle office, risk reporting and administration to onshore and offshore hedge funds, fund of funds, private equity, family offices, real estate funds and managed account platform services. With offices in key locations around the world, its clients include global financial institutions, institutional investors, investment managers and international corporations.

Due to significant growth and expansion of our Hong Kong office, Maples Fund Services is seeking highly motivated and talented individuals.

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