

Vice President – Fund Administration

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

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 five years post-qualification relevant experience in investment fund accounting. Key skills required for this role include a detailed understanding of investment securities and 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/or Investran). He / she will also be expected to demonstrate strong written and verbal communication skills. Experience of managing a team would be advantageous.

We offer a supportive environment, structured on a team basis. Salary will reflect qualifications and experience.

Qualified applicants should write, enclosing their CVs, to careers.usca@maplesfs.com quoting reference: Montreal – VP – Fund Administration.

Only successful candidates will be contacted.

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.