



AVP, Investor Services

Artex is one of the world's fastest-growing and most diverse insurance managers. With more than 500 employees in 15 worldwide locations, our employees work together to conceive, design and manage alternative risk transfer solutions that help our clients manage today's challenges and tomorrow's opportunities.

We are seeking a motivated and dynamic individual for the position of **AVP, Investor Services** in our Bermuda office. Reporting directly to the VP, Investor Services, the successful applicant will have a strong sense of accountability and will be responsible for managing the Fund Services Investor Services team along with responsibility for client servicing, investor reporting services for our fund clients across hedge fund and insurance linked strategies, preparing complex ad hoc client reports and overseeing regulatory reporting requirements.

Responsibilities

- Oversee the delivery of a full range of investor services to assigned fund clients
- Ensure timely and accurate processing of all subscriptions, redemptions and transfers
- Supervise fund launches and implementation of new clients including set up of all transfer agency records
- Review offering documents and service agreements for funds, mutual funds, unit trusts, & partnerships
- Manage client compliance with relevant AML/ATF and FATCA & CRS regulations
- Manage and review the creation and reporting of side pockets for ILS fund structures
- Manage, motivate and train staff to continually achieve goals while creating an environment that exemplifies teamwork and respect
- Continually evaluate the efficiency and effectiveness of operational policies, procedures and controls to ensure timelines are met, departmental productivity is maximized, and both errors and operational risk are minimized
- Work closely with management to develop new tools to service new client requirements
- Assist with business development, including completion of RFPs and client fee proposals
- Perform transfer agency functions if required including but not limited to processing subscriptions, redemptions, share transfers and generating client ad-hoc reporting
- Provide vision, leadership and direction to operations and strategic planning areas of the company
- Assist with ad-hoc projects, as required

Qualifications

- University Degree in Finance (or similar discipline); accounting qualification advantageous (ACA/ACCA/CIMA/CPA)
- Recently (within last 2 years) worked in excess of 8 years for a fund administrator with at least 5 years' experience managing investor services staff
- Advanced knowledge of anti-money laundering regulations, due diligence procedures, ERISA requirements and equalization methods
- In depth understanding and experience with creating side pockets for hedge fund structures will be preferred
- Strong understanding of FATCA & CRS regulations
- Must have proven experience in managing, training and developing staff
- Proven supervisory experience in a complex operations management department
- High proficiency in excel running and creating functions, pivot tables, and charts.
- Excellent written and verbal communication skills and problem solving skills
- Ability to meet tight deadlines and must be prepared to work extended hours and public holidays as required

To apply, please send your resume to jobs@expertisegroup.com

All applications are handled in a confidential manner.

Closing Date: June 7th, 2022

Artex is a wholly-owned subsidiary of Arthur J. Gallagher, one of the world's largest insurance brokerage and risk management companies. Gallagher employs more than 25,000 people worldwide across 35 different countries, with a global network that can offer client service capabilities in more than 150 countries.

Arthur J Gallagher & Co. (Bermuda) Limited is the name of our service company, and the name under which our employment contracts are issued.