



**APEX FUND SERVICES (BULGARIA) IS CURRENTLY HIRING  
JUNIOR FUND ADMINISTRATOR**

Apex is a large global institution that retains a focus on high client service levels delivered locally.

Originally established in Bermuda in 2003 by Chairman and Founder, Peter Hughes, Apex now has over 2600 staff based in 24 jurisdictions globally and administers circa \$610bn in assets. Apex provides a full suite of products surrounding its core fund accounting services, from regulatory solutions to middle office services, covering the full value chain for its clients.

At Apex we look to recruit bright, articulate and numerate personnel who are prepared to work hard and love what they do. We provide an internal training and evaluation programme that will ensure you are equipped with the right experience and qualities to work with Apex's clients.

Life at Apex isn't just about the work you do, it's about embracing the culture and loving what you do. Every employee plays a part in making Apex who we are today and the more that we grow, the more important that becomes. Whatever your career path or specialism Apex ensures it rewards loyal and dedicated employees. The international nature of our business and global network of offices means that there are opportunities to broaden your life experiences and take both short-term or permanent relocation options.

As **APEX FUND SERVICES (BULGARIA)** is expanding, we are currently **looking for** suitable, motivated and team-oriented professional for the position of **Junior Fund Administrator**.

As Junior Fund Administrator you will have the opportunity to excel in:

- Processing portfolio related transactions in the accounting system;
- Processing non-trade related transactions (cash movements, etc.);
- Reconciling cash and other balances;
- Preparing portfolio reconciliation and valuation;
- Assisting in Net Asset Value calculation;
- Assisting in preparing daily, weekly and monthly financial statements for clients;
- Preparing correspondence to various parties.

Our next member to join us must have:

- University degree in Accounting/Finance or similar Economics degree;
- Proficiency in English;
- Very good computer literacy;
- Interest in the sphere of investments and financial instruments;
- Sense of responsibility and result orientation;
- Willingness and ability to work in a team and meet deadlines.

If we meet each other's expectations, you will benefit with:

- Proper training and additional education opportunities;
- Work for a fast developing and one of the world leading independent fund administrators;
- Opportunities for professional development;
- Positive and hospitable work environment;
- Competitive remuneration package including various benefits;
- Office location on communicative place at Sofia city center in modern office building.

If you are interested in this position, please send your CV along with a photo to the [elina.otofe@customhousegroup.com](mailto:elina.otofe@customhousegroup.com), indicating the Ref No: NCDJFA 0319 .