



## **Manager, Fund Services**

An established and growing professional services firm in the Cayman Islands is seeking an experienced Manager, Fund Services to support the continued expansion of its fund administration and fiduciary services offering. This is a broad, hands-on leadership role suited to someone with strong technical fund knowledge, a fiduciary mindset, and the ability to operate confidently in a client-facing environment.

### **The Role**

You will oversee a portfolio of private investment funds and special purpose vehicles, acting in a fiduciary capacity and supporting the effective day-to-day operation of fund structures. The role combines fund oversight, governance, operational improvement, and team leadership, with the opportunity to contribute to service line growth.

### **Duties & Responsibilities:**

- Managing and overseeing a portfolio of private equity and alternative investment funds
- Acting as a director/fiduciary, exercising sound judgment in line with investor and regulatory expectations
- Overseeing client onboarding for fund administration and fiduciary services
- Providing oversight of NAV processes, capital activity, and investor reporting
- Coordinating and supporting SOC 1 audit processes
- Reviewing and enhancing fund services processes to improve efficiency and scalability
- Working closely with senior management on the development of new services and systems
- Building and maintaining strong relationships with clients, auditors, legal advisers, and service providers
- Managing, mentoring, and developing junior team members
- Participating in business development, client engagement, and networking activities

### **Minimum Qualifications, Skills & Experience:**

- Minimum 7 years' experience in offshore fund administration and/or fiduciary services
- Professional accounting designation with strong post-qualification experience
- Solid understanding of private equity fund structures, including capital allocations, waterfalls, and investor activity
- Strong knowledge of governance, compliance, and regulatory frameworks
- Experience reviewing legal and financial documentation with a risk-aware mindset
- Confident communicator with strong client and stakeholder management skills
- Demonstrated people management or mentoring experience
- Comfortable working in a fast-paced, deadline-driven environment
- Advanced proficiency with portfolio accounting systems and Microsoft Office (Viewpoint or iManage experience is advantageous)

### **Why Apply**

- High-visibility management role with real responsibility and influence
- Exposure to a growing fund services platform with scope to shape processes and services
- Collaborative, professional environment with strong leadership support

To apply please send your résumé to [caymanjobs@expertisegroup.com](mailto:caymanjobs@expertisegroup.com). All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.