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Senior Accountant

Our client, Novartis, is a world leader in the research and development of products to protect and improve health and wellbeing. Their core businesses are in pharmaceuticals, consumer health, generics, eye-care and animal health. Headquartered in Basel, Switzerland, Novartis Group companies employ approximately 100,000 people and operate in over 140 countries around the world.

An exciting opportunity currently exists for a qualified Senior Accountant to join the Novartis Bermuda team. Reporting to the Head of Insurance & Finance Companies, the successful candidate will be working very closely with other team members and be responsible for assisting with all accounting functions and financial reporting for the Group.

Key Responsibilities:

- Preparing monthly accounting, reporting and supplementary reporting documents in a SOX-compliant environment for the Bermuda based companies
- Preparation of annual budgets, quarterly estimates and monthly latest outlooks
- Complete monthly group internal reconciliation and manage year-end audits
- Maintaining financial accounting records on the company's management system
- Managing corporate administrative tasks and ad hoc projects as required
- Maintaining clear and effective communication channels, both internally and externally, with colleagues and clients

Minimum Qualifications, Skills & Experience:

- Internationally recognized accounting qualification (CA, CPA, ACA or equivalent) and educated to degree level or equivalent and/or relevant experience as outlined below
- Minimum of 2 years relevant post-qualification experience, preferably within the insurance/reinsurance industry; IFRS experience is preferred
- Exceptional written and verbal communication skills
- Solid organizational skills with the ability to successfully multi-task, meet deadlines and respond effectively to changing priorities
- Computer proficiency with advanced knowledge of Microsoft Office suite of products and Lotus Notes. Experience with SAP will be considered an asset
- Predilection for working with small teams and proven ability to maintain positive working relationships in a fast paced office with continually changing demands
- A pleasant personality with a high degree of personal initiative and attention to detail
- Willingness to work extended hours and some public holidays as may be required

To apply please send your resume to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com.

All enquiries will be dealt with in strict confidence.

Closing date: March 27, 2012

