



**TOKIO MARINE**  
**T M R**

## **Tokio Millennium Re Ltd.**

### **requires an Assistant Vice President, Finance and Treasury**

**Tokio Millennium Re Ltd.** is a subsidiary of Tokio Marine and Nichido Fire Insurance Company Limited, Japan's oldest and largest non-life insurance company, and is engaged in property & casualty reinsurance and in market solutions.

The Company is seeking an Assistant Vice President – Finance and Treasury to be responsible for financial and treasury related functions. The position will be part of a team reporting to the Finance Officer.

#### **Duties and responsibilities will include but are not limited to:**

- Supervise the monthly close of the group general ledger system, including overseas branch offices
- Supervise the accurate recording of assigned balance sheet and income statement accounts from all group companies
- Assist with preparation and review of management, group, statutory, US GAAP and ad hoc reporting
- Supervise the budget and forecasting process for operating expenses
- Review and analyze expenditure trends and financial commitments
- Prepare and recommend appropriate allocations of central expenses across the group
- Identify, develop and implement accounting software enhancements for the changing needs of the company, including electronic workflow and paperless processing
- Supervise team members to successfully accomplish assigned tasks
- Establish, implement and maintain accounting control procedures
- Assist with internal audit and financial statement audit processes
- In conjunction with the finance management team, assist in building efficiencies and cohesiveness within the department and across business units
- Any other duties as required by management

#### **Desired skills and experience include:**

- An internationally recognized accounting designation, such as a CA, ACCA or CPA
- A minimum of 5 years post qualification experience gained in a reinsurance company and a public practice audit firm
- A full and detailed knowledge of US GAAP
- Strong computer skills in particular excellent working knowledge of Excel, Word and other Microsoft Office suites
- A comprehensive and detailed working knowledge of Great Plains Dynamics and related software is required, including the development of electronic workflow and paperless processing applications
- Proven experience and the ability to demonstrate the identification, design and implementation of financial reporting systems
- Ability to manage relationships with 3<sup>rd</sup> party service providers, including vendor selection and price negotiation
- Proven experience providing leadership and supervision to others.
- Excellent verbal and written communication skills
- Strong work ethic, commitment to meet deadlines and ability to work on weekends and/or holidays when necessary

Interested applicants please submit a detailed resume along with two employment references to: Tracy Shott at [tmrjobs@bes.bm](mailto:tmrjobs@bes.bm) or in writing to:  
Tracy Shott, BES Ltd.,  
77 Front Street, Hamilton HM 12.

**Closing date for applications: June 8th, 2012**

Background checks will be conducted on short-listed applicants

Bermuda Executive Services Limited  
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