

ACE Paget Re
invites applications for the position of

Insurance Accountant

ACE Bermuda invites applications for the position of Insurance Accountant to join the Paget Reinsurance Team. Reporting to the Chief Financial Officer, the successful candidate will be responsible for assuming responsibility for the preparation and maintenance of accounting records for captive insurance companies and a segregated account company.

Responsibilities include:

- Develop a comprehensive understanding of ACE's segregated account company business
- Prepare quarterly accounting support files including general ledger interface and reconciliations
- Complete various insurance fluctuation reports
- Assist in the monthly forecast and the annual budgeting process
- Prepare quarterly financial statements for clients
- Prepare and reconcile quarterly Fx reports and analysis in Peoplesoft
- Assist in the preparation of the quarterly Activity Reports
- Prepare monthly cash flow analysis
- Assist in the preparation for the annual audit and the management of internal controls
- Assist in the preparation of insurance policy documentation
- Manage other ad hoc insurance related projects as required

Qualifications required:

- A Professional accounting designation eg. ACA / ACCA / CPA
- At least 4 years work experience in an insurance management environment, preparing and issuing financial and statistical reports
- Strong written and verbal communication skills
- Proven experience in the use of Peoplesoft is essential
- Experience in the use of a multi-currency ledger and reporting under FAS 52
- Excellent computer skills specifically in relation to Windows based applications
- Strong analytical skills and excellent attention to detail
- Be a motivated self-starter, able to work with a minimum of supervision, and with a keen appreciation for the importance of quality service delivery to internal and external clients
- Ability to work in a deadline oriented environment

Deadline for receipt of applications: Monday, 23 July, 2012

Please apply with cover letter and resumé to:

Human Resources
ACE Group Management and Holdings Ltd.
P.O. Box HM 1015
Hamilton HM DX
Bermuda
Email: Bermuda.humanresources@acegroup.com

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