

A commercial property and casualty insurance, reinsurance and specialty lines underwriter.

www.awac.com

Written applications with a detailed resumé should be sent in confidence to:

Nicole Correia
Human Resources Manager
P.O. Box HM 3010
Hamilton HM MX

Or email:
hrbermuda@awac.com

Applications should be received by:
Thursday, April 11, 2013

First preference will be given to Bermudians and spouses of Bermudians. No agencies please.

*Allied World Assurance Company, Ltd
is an Equal Opportunity Employer*

ASSISTANT CONTROLLER

The successful candidate will be responsible for processing, coordination and analysis of accounting data in the general ledger as well as other software applications on a monthly, quarterly and annual basis. They will also assist in preparation of both consolidated and unconsolidated GAAP financial statements.

Responsibilities Include:

- Manage Sun General ledger for Allied World Bermuda, including local subsidiary and service companies
- Manage Genius Insurance system from an accounting perspective, including the quarter end close function and other ad hoc maintenance functions
- Preparation of quarterly and annual financial statements for Allied World Bermuda and to assist the Allied World group reporting function through the preparation of supporting schedules as required
- Preparation of accounting memos as required for Allied World Bermuda entities and to assist with group accounting memos
- Maintain up-to-date knowledge of the latest GAAP requirements
- Responsible for the reinsurance recoverable reporting for the company on a quarterly basis
- Administer the Concur Expense Management system for the Allied World Bermuda region. Duties include the accounting, recording and reporting functions
- Review of certain investment and forward transactions as it pertains to Allied World Bermuda on a monthly basis
- Key contact for internal and external auditors on audits and reviews
- Maintain and implement good internal control procedures and ensure a high standard of Sarbanes Oxley compliance
- Assist in the preparation of ad hoc reports and projects as required
- Prepare analytical reviews in order to ensure the accuracy of transactions

Education, Skills and Experience:

The successful applicant will preferably have the following:

- Professional Accounting Designation (CA, CMA, CPA, or equivalent) with at least five years post qualified experience required
- Experience in insurance/reinsurance accounting required
- Experience in preparation of consolidated financial statements required
- Experience performing insurance analytical reviews required
- Experience preparing accounting memos required
- Strong organizational and analytical skills with attention to detail
- Ability to work under pressure and meet tight deadlines
- Must be able to work overtime as required during peak periods
- Ability to adapt to change and work on own initiative
- Proficient computer skills working with SUN, Genius, Concur, IBM FSR & Cognos software applications
- Proficient in Microsoft Office Suite: Word, Excel, Access, Outlook etc.
- Excellent communication and interpersonal skills