

We are retained to recruit by many of Bermuda's finest employers. Hiscox is one of them.

Accounts Assistant

Our client, Hiscox, underwrites a variety of reinsurance business that is worldwide in scope. They are a dynamic and contemporary business with traditional values – courage, quality, integrity, excellence in execution, and respect. They feel they're different from other insurers because they live up to them, and look to challenge convention in everything they do. Hiscox's success relies on each team member doing so, whatever their job, wherever they work.

The role

As member of the Finance team, this role is responsible for providing administrative and accounting support. Responsibilities include:

- Daily cash reporting and monitoring
- Review invoices and other payables for validity and payment duplication
- Process payments, including claim payments and large cash transfers
- Post and reconcile transactions in the general ledger
- Maintain cash books for multiple accounts in various currencies
- Reconcile bank statements on a monthly basis
- Assist with the preparation of monthly management accounts
- Liaise with banks, vendors and external service providers on a regular basis
- Assist in the audit confirmation process
- Check and process employee expense forms
- Scan and file, ensuring electronic files are kept up to date
- Calculate and post accruals
- Other ad hoc activities as required

The requirements

- Ideally at least 2 years prior experience
- Experience with SUN GL a distinct advantage
- Numerical with proven track record of strong attention to detail
- Ability to multi-task with strong time management and prioritization skills
- Computer savvy with good Excel skills
- Good communication skills (both verbal and written)
- Ability to work as part of a team and without constant supervision

Why Hiscox?

Any business is only as good as the people it employs and they aim to employ the best people to produce the best insurance solutions and deliver the best service possible.

Hiscox offers an environment where you are encouraged to grow with the team. If you possess the experience and requirements this role demands and feel that their company culture would be a good fit then we'd love to hear from you.

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: September 27, 2013

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