

ACE Paget Re  
invites applications for the position of

# Account Executive

ACE Bermuda invites applications for the position of Account Executive to join the Paget Reinsurance Team. Reporting to the Vice President, 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
- 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
- Manage other ad hoc insurance related projects as required

**Qualifications required:**

- A Professional accounting designation eg. CA/ ACCA / CPA / CGA
- At least 3 years work experience in an insurance management environment, preparing and issuing financial and statistical reports
- Sound written and verbal communication skills
- Previous experience in the use of PeopleSoft would be an asset
- 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 coupled with 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: Friday, 27 September, 2013**

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](mailto:Bermuda.humanresources@acegroup.com)

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