
CATLIN

Expense Manager

Catlin Insurance Company Ltd. (Catlin Bermuda) is a member company of Catlin Group Limited, a substantially capitalized, publicly listed Bermuda-based specialty insurer and reinsurer.

Catlin Bermuda invites applications for the position of Expense Manager. This is a 15 month fixed-term position reporting to the Financial Controller.

Key responsibilities include:

- Manage and develop the Non-Technical Accountant and Administrative Assistant
- Manage and monitor the accurate and timely process of General and Administrative expenses by Central AP
- Manage and monitor the preparation of monthly bank/ILILC/ Clearing account reconciliations
- Review and manage the reconciliation and settlement of the intercompany balances
- Review and Submission of the Monthly Expense Reports
- Review and Submission of the Budget Owners Reports
- Review and/or preparation of quarterly working paper files
- Preparation for the internal and external audits, including file documentation and review
- Manage and monitor the cheque by Central AP and the HUB Representative, ensuring that the appropriate approval has been obtained for expenditures
- Manage and monitor the processing of the employee expense reports and other payments in a timely manner by Central AP
- Manage and monitor filing and scanning of supporting documentation up to date
- Assist in the documentation of internal control policies and procedures within the Bermuda Finance Team
- Other ad hoc projects as required

Applicants must possess the following qualifications and experience: -

- Qualified Accounting designation (CA or equivalent)
- At least 3 year's experience working in the insurance/reinsurance industry
- Knowledge in US GAAP and IFRS standards
- Proven ability to work with limited supervision
- Proven ability to work well under pressure, meet tight deadlines and work well within a team environment
- Excellent written and oral communication skills
- Proficient with the Microsoft Suite of Products
- Working knowledge of Oracle products would be an asset

Please apply, with resume and professional references, to:-

Attn: The Head of Human Resources
BermudaCareers@catlin.com

Closing date: November 18, 2013