

## Client Serving Associates

EY, a global market leading professional services firm, with employees in more than 140 countries, is committed to operating with integrity, quality and professionalism in the provision of audit, tax, advisory and transaction advisory services.

We are currently seeking qualified candidates to be considered for positions as client serving associates (CSAs) in our Bermuda office. The CSA is the audit team liaison for an assigned portfolio of clients and will work with other EY offices globally to manage and coordinate audit engagements. The successful candidates will be strong team players and have excellent planning and project management skills, including using time management skills to be used in a fast-paced environment with tight deadlines.

### **Responsibilities:**

- ▶ Manage a portfolio of 300+ engagements, responsible for the management and coordination of audit engagements, including but not limited to: engagement review coordination; portfolio planning and maintenance; gathering, inputting and checking data; adhering to all regulatory deadlines; filing returns electronically with the local regulatory authority; performing research using the internet, EY databases and other sources; and archiving and coordination of consultations with other EY offices
- ▶ Maintain and administer client set-up procedures for new clients both on island and globally with other EY offices and be the audit team liaison for the assigned portfolio of clients
- ▶ Coordinate with other EY offices on a daily basis and help to maintain and build effective working relationships with the client serving teams, including senior-level executives
- ▶ Assist with administrative duties associated with an audit engagement including, but not limited to billing, cash collections and maintenance of work logs for a portfolio of engagements
- ▶ Apply knowledge of the Firm's values, clients and services to execute on project assignments
- ▶ Manage and coordinate audit reviews within the office and to clients outside the office

### **Required skills, experience and qualifications:**

- ▶ An associate's or bachelor's degree
- ▶ A minimum of four (4) years of relevant administrative experience in a financial services organization; prior experience working in public accounting and/or fund administration would be an asset
- ▶ Strong interpersonal and communication skills in order to communicate across all business levels
- ▶ Excellent writing, conceptual, and analytical skills
- ▶ Proficiency in the use of standardized software applications, including MS Office, Acrobat and Lotus Notes
- ▶ Ability to work a flexible schedule, as overtime will be required during peak busy season periods
- ▶ Integrity within a professional environment

To apply for these exciting career opportunities, visit the careers section of our website: [ey.com/bm](http://ey.com/bm) (job reference: BER000JQ), email your résumé and cover letter directly to: [hrbm@bm.ey.com](mailto:hrbm@bm.ey.com), or call **+1 441 294 5496**.

Deadline for applications: **25 April 2014**

No agencies, please. EY, an equal opportunity employer, values the diversity of our workforce and the knowledge of our people.