



Assistant Finance Manager

The Bermuda Housing Corporation has an immediate opportunity for an Assistant Finance Manager to oversee the day to day operations of the Finance Department under the direction of the Finance Manager. The successful candidate will have a professional accounting designation and at least five years of post qualification experience.

Duties will include supervision of accounts staff; preparation of financial reports, the review and reconciliation of general ledgers; monitoring of accounting and systems reports; maintaining capital asset records; coordination of the year-end audit process including preparation of audit schedules; and assisting in the preparation of the annual budget. Additional responsibilities include ensuring quality controls are in place and adhered to.

Interested persons should possess the following:

- A recognized accounting designation and at least five years post qualification experience. Prior experience in a property management environment would be an asset.
- Proficiency with accounting system software and other windows based computer applications and the ability to generate complex financial reports.
- A good understanding of financial accounting; general business processes and quality control measures is essential.
- Knowledge of Canadian GAAP is vital.

If you are interested in this opportunity and meet the above requirements, please submit a cover letter and resume complete with references, no later than July 11th, 2014 to:

Human Resource Manager
Bermuda Housing Corporation
44 Church Street (East Entrance),
Hamilton HM 12, Bermuda
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E-mail: hrrecruits@bhc.bm