



**Appleby (Bermuda) Limited**, a leading offshore law firm, provides services to many leading global organisations with respect to legal, fiduciary and administration services.

## Assistant Financial Controller

Appleby requires the services of a qualified and experienced Accountant to assist in the provision of accounting services and production of financial information for the local office as well as the Global Group reporting directly to the Financial Controller. Primary areas of emphasis will include:

- Manage the administrative operations of the Finance Department including supervising a support team
- Maintain and develop financial policies and procedures to ensure accounting processes are effective and efficient, and internal controls are functioning properly
- Prepare and analyze monthly, quarterly and annual statistical and financial information for senior management and provide analysis for executive reporting
- Produce monthly financial statements for various Appleby entities with appropriate analysis and comments by established deadlines
- Prepare and regularly review annual budgets and monthly targets
- Prepare weekly cash reports and work-in-progress reports
- Assist with the annual audit process

The Assistant Financial Controller is an integral part of the continuing success of the Group. Ideal candidates will have:

- A recognised accounting designation (CA, CPA, CMA or equivalent) with minimum of five years' post-qualification experience
- Working knowledge of US, Canadian and International generally accepted accounting policies
- Finance experience working in a legal, fiduciary or administrative services environment
- Proven management and supervisory skills as well as leadership qualities
- Experience with automated accounting systems and proficient in Microsoft Office Suite of applications particularly advanced Excel skills
- Experience with the AdEx software package preferred, or experience with other ERP systems and report generation
- Excellent written, oral and interpersonal skills and a track record for meeting deadlines

Please apply online by registering in the Careers/Positions Available section of our website at [applebyglobal.com](http://applebyglobal.com) before **31 July 2014**. Enquiries should be addressed in confidence to Denneeka Crockwell, Senior Human Resource Officer, Appleby (Bermuda) Limited, P O Box HM 1179, Hamilton HM EX.