

CONNECTING THE RIGHT PEOPLE AND PLACES

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

Finance Administrator

Appleby requires the services of an experienced Finance Administrator to assist with the day-to-day operations of the Disbursements and Payables section within the Finance Department. Primary areas of emphasis will include:

- Accurate payments processing and timely responses to client queries
- Reporting and reconciliation of vendor payables as well as client disbursements
- Regular reviews and reconciliation of accounts payable GL accounts
- Reconciliation and replenishment of deposit accounts with service providers as well as internal petty cash and imprest accounts
- Assisting with monthly reporting and review processes
- Assisting with the extraction and compilation of data for the annual audit process
- Frequent assistance with the analysis of payables and disbursements to ensure completeness, accuracy and efficiency

Knowledge, skills and experience required:

- A high school diploma, B.S.S.C or equivalent
- Excellent numerical skills, and verbal and written communication skills
- Minimum of two years' experience working in an office environment; bookkeeping skills are an asset
- Accounts Payable Specialist certification preferred however similar or equivalent certifications will be considered
- Proficient in the use of the Microsoft Suite of applications; intermediate or advanced Excel skills are an asset
- Current experience with automated accounting systems/ERP systems; experience with the AdEx software package is an asset
- Excellent client service delivery skills
- Reliable, mature conduct and ability to cope under pressure

Successful candidates will be able to produce work on a same-day basis, deliver exceptional client service, adhere to deadlines and work extended hours when required.

Please apply online by registering in the Careers section (Positions Available) of our website at applebyglobal.com before **14 April 2015**. Alternatively, written applications, with curriculum vitae, should be addressed in confidence to Denneeka Crockwell, Senior Human Resource Officer, Appleby (Bermuda) Limited, PO Box HM 1179, Hamilton HM EX.



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Offshore Legal, Fiduciary & Administration Services

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