

**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](http://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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