



American International Company Limited
Invites applications for the position of:
Assistant Vice President/Account Executive

American International Group, Inc. (AIG) is a leading international insurance organization serving customers in more than 130 countries and jurisdictions.

We invite applications for the position of an Assistant Vice President/Account Executive to work in our Bermuda Captive Management Division, reporting to the Regional Director – Bermuda & Europe with a matrix report to the VP Operations, Global Risk Solutions.

The appointed person will work as part of the AIG captive services team providing high quality service to a portfolio of clients; and will have direct ownership and oversight responsibility for the financial reporting, regulatory and compliance obligations of a number of insurance and reinsurance captive companies. The individual will work co-operatively with others to achieve common goals and objectives for the organization.

The individual should be experienced with the Bermuda captive and segregated account market – both from a commercial and regulatory perspective.

Duties and Responsibilities:

- Prepare and maintain financial records and reporting deliverables while serving our clients in an efficient manner
- Ensure client and regulatory deadlines are met and that clients receive a high quality, pro-active service tailored to their needs
- Working together with client personnel and other AIG offices on matters relating to captive business operations and insurance programmes in a proactive, efficient and professional manner
- Prepare monthly/quarterly reconciliations and management accounts/reports
- Review and supervise the work and financial/regulatory deliverables prepared by other team members
- Prepare journals and posting to general ledger
- Maintain complete and accurate accounting records
- Preparation/review of annual financial statements and annual statutory returns
- Ensure annual audits are carried out in a timely manner
- Liaise with auditors, actuaries, tax advisors, legal and company secretarial
- Assist in the implementation of client investment policy
- Liaise with company banks on the establishment of deposits and processing of payments
- Prepare ad-hoc reports
- Ensure highest standards of compliance and corporate governance are maintained
- Performance and documentation of internal financial and operational controls
- Any other assigned duties

Qualifications and Experience:

- Recognized professional accounting designation (CA, CPA, ACMA or similar) with a minimum of 5 years of relevant post-qualifying experience and excellent accounting technical skills
- Proven track record and experience within the captive insurance/reinsurance sector a necessity and a minimum of 3 years experience in insurance/reinsurance management preferred
- Excellent verbal and written communication and organizational skills with proven ability to communicate effectively with senior management of multinational organizations
- Must be articulate and personable as there will be direct dealings with clients including attendance and presentations at meetings
- Excellent time management skills with ability to work with tight reporting deadlines and be responsive and flexible to client needs and changes in reporting requirements
- Proactive, highly motivated and able to demonstrate the ability to work productively and with personal initiative under minimum supervision
- Proficient in use of IT applications such as Excel, Word, Adobe-Pro and Outlook in a Windows 7 environment
- Strong working knowledge of Sun Systems is preferable

We offer a competitive salary and benefits package, which will reflect your technical expertise and experience.

A detailed résumé should be sent in confidence to:
Human Resources Generalist
American International Company Limited
P.O. Box HM 152, Hamilton HMAX
or email Elanee.gashaw@aig.com with subject line:
Bermuda: Assistant Vice President
Account Executive 116449

Applications must be received by April 20, 2015

American International Company Limited
is an Equal Opportunity Employer