

Appleby Management (Bermuda) Ltd. provides comprehensive management, accounting and back-office solutions to meet the requirements of Bermuda registered companies, trusts and insurers.

Account Manager | Insurance

This position provides professional accounting and administrative services to meet the management, accounting and back-office requirements of all clients (both internal and external) of Appleby Management. Reporting directly to the Team Leader, the successful candidate will be responsible for:

- Managing or co-managing the affairs of a varied portfolio of clients primarily Bermuda registered insurance companies for whom Appleby Management serves as Insurance Manager and/or Principal Representative
- Maintaining and overseeing the clients' accounting records, and preparing financial reports in accordance with industry requirements and standards
- Assisting in the development of new areas of business and marketing; where appropriate assist in the design and co-ordination of optimal offshore management services to multi-jurisdictional client structures
- Gaining a thorough understanding of the BSX listing regulations and listing sponsor's duties in order to assist in the review of documents for clients wishing to obtain a BSX listing
- Assisting with maintaining, upgrading and supervising the use of various accounting software packages
- Reviewing and monitoring procedures to ensure compliance with best practice
- Supervising, motivating and mentoring support staff

Knowledge, skills and experience required:

- A professional accounting designation such as CA, CPA or ACCA
- Minimum of three years' post qualifying experience, at least one year of which should be insurance related
- Detailed knowledge of the preparation of GAAP and IFRS-compliant financial statements
- Proficiency in the preparation of Statutory Financial Returns in accordance with the Bermuda Insurance Act and familiarity with insurance accounting practices
- Ability to apply technical knowledge to practical situations and provide ad hoc advice and reports to clients
- Ability to apply internal controls and compliance procedures in a variety of client services situations
- Advanced working knowledge of MS software
- Proficiency in the use of a variety of accounting software packages would be an asset
- Ability to communicate effectively and efficiently with colleagues and clients at all levels with minimal supervision
- Understanding and flexibility when deadlines and tight schedules demand going that extra mile

Please apply online by registering in the Careers/Positions Available section of our website at applebyglobal.com before **1 May 2015**. Alternatively, written applications, with curriculum vitae, should be addressed in confidence to Nevine Lewis, Director of Administration, Appleby (Bermuda) Limited, PO Box HM 1179, Hamilton HM EX.



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