



Our people are our competitive advantage.

At Butterfield, we pride ourselves on being approachable, disciplined and proactive. If you embody these qualities and have the necessary experience, you may be the one we're looking for.

Trust Client Accounting Manager

Butterfield Trust (Bermuda) Limited

This position reports to the Managing Director and is responsible for managing directly and overseeing the client accounting department with primary responsibility for the preparation of client financial statements.

Your responsibilities will include:

- allocating accounting workload for clients among a team and external service providers, ensuring they meet deadlines and adhere to service level agreements
- preparing comprehensive pro-forma budgeting, fee quotations for all clients
- preparing complex financial statements, as well as presenting financial and management reports
- performing detailed file reviews of client financial statements and related files
- conducting final sign-off of client financial statements and reports, ensuring quality, accuracy and completeness of final product
- generating invoices, tracking accounts receivable and revenues against targets
- managing, mentoring and developing staff, including performance appraisals

Your experience/skills may include:

- University degree with a minimum of five years accounting experience, two of which were in a management role with a financial services company
- professional accounting designation, (e.g., CA, CPA, ACA, ACCA) required
- completion of the STEP foundation certificate or progression towards the TEP designation is preferred
- working knowledge of trusts and the high-net-worth/private client offshore industry
- ability to prioritise and multi-task/manage a large portfolio of private clients
- extensive experience and ability to establish and maintain key client relationships is essential
- ability to meet tight deadlines whilst maintaining a high level of accuracy, professionalism and confidentiality
- excellent presentation skills with strong written and verbal communication skills
- willingness to work beyond normal working hours as required
- proficient in Microsoft Office suite of applications

CLOSING DATE: 5 May 2015

All applications should be forwarded **via e-mail** to: **resumes@butterfieldgroup.com**

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

Licensed to conduct Trust business by the Bermuda Monetary Authority

www.butterfieldgroup.com



Butterfield

THE BAHAMAS | BERMUDA | CAYMAN ISLANDS | GUERNSEY | SWITZERLAND | UNITED KINGDOM