



# Island Employment Partners Ltd.

Submit a detailed  
resume

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IEP Ltd. is a leading resource in providing a high level of specialist recruitment and consulting / secondment services to Bermuda's business community. We are seeking qualified applicants who are available to assist with various temporary assignments and also those who wish to explore new permanent opportunities in the following areas:

**Insurance Professionals Experienced in the following areas:**

- Underwriting Support, Modelling, Claims, Accounting, Risk Management, Compliance, Regulatory Review.

**Accounting Professionals Experienced in the following areas:**

- Superior accounting knowledge with strong technical knowledge base, working knowledge of IFRS and US GAAP reporting standards would be advantageous
- Ability to maintain and develop financial reporting controls and best practice
- A minimum of three years post qualified (ACCA, ACA, CA) industry experience or five years in a Senior Finance Manager or equivalent role, ideally with exposure to any of the following industries: (Re)Insurance, Financial Services, Banking, Regulatory

**Legal Professionals Experienced in the following areas:**

- Researching, drafting, editing and proofing complex legal documents, including from digital Dictaphone and from precedent documents
- Maintaining company minute books and various corporate filings and documentation
- Complex diary / meeting / case management
- Significant prior relevant experience within a legal environment along with completion or working towards completion of a related Legal Secretarial or Corporate Certification e.g. ILEX, ICSA, FCIS, Corporate Practice 1 and 11.

**Executive Support Professionals Experienced in the following areas:**

- Providing a high level of support to Executives at Senior Management and Board level in a corporate environment with an emphasis on research, organization and planning functions
- Managing financial spreadsheets, document / client management database systems with superior working knowledge of MS Office Suite
- Coordinating and attending company meetings and transcribing associated minutes
- Complex diary management, meeting arrangements and global travel arrangements

**Closing date for applications: May 6, 2015**