



Liberty Mutual Management (Bermuda) Ltd. ("LMMB") is a subsidiary of Liberty Mutual Insurance, which is one of the largest multi-line insurers in the property/casualty field.

ASSISTANT VICE PRESIDENT

LMMB is seeking an Assistant Vice President to undertake general oversight and management of a team of qualified accountants and a portfolio of clients. This is a highly responsible position requiring a strategic thinker and highly motivated individual.

Specific job responsibilities include, but are not limited to:

- Oversee and provide direction on client accounting, administration, governance, reconciliations, correspondence and meetings;
- Monitor operational controls and backup for each client account both internally and externally;
- Technical and quality review of a group of Account Managers, providing direction and training;
- Perform evaluations and objective setting sessions with Account Managers;
- Day to day accounting and administration of a portfolio of (re) insurance and captive management accounts;
- Presentation of financial results and reporting at board and shareholder meetings;
- Liaise with clients, auditors, actuaries, attorneys, investment managers, company secretarial and IT consultants;
- Evaluate user IT needs and develop requirements, outlines, budgets and schedules for information technology projects including software and infrastructure upgrades;
- Implement and maintain business continuity, disaster recovery and back-up procedures and information security and control structures;
- Troubleshoot day-to-day IT issues with staff.

The candidate must possess:

- A recognized professional accounting designation (CA, CPA or equivalent) with three years' experience either managing or working with insurance and reinsurance companies, including captives;
- A recognized (re)insurance designation;
- Ability to meet tight deadlines, work under pressure and deal with multiple projects which will require extended working hours including weekends and holidays;
- Detailed captive/(re)insurance knowledge with an ability to produce written financial reports, including management, GAAP and statutory financials from basic transaction information;
- A high degree of computer literacy-proficiency in Excel, Word, Outlook and Sun Accounts;
- Ability to clearly communicate verbally together with excellent report writing and presentation skills;
- Interpersonal skills enabling person to work well in a small diversified team environment;
- Supervisory and personnel management experience would be an asset.

Interested candidates should submit their resume with a covering letter describing how they meet these requirements to: Personnel Manager, Liberty Mutual Management (Bermuda) Ltd., Maxwell Roberts Building, 4th Floor, One Church Street, Hamilton, P.O. Box HM 2455, Hamilton HMJX. Telephone No: 296-2131 or Fax No: 296-8846.

Closing date: August 10th 2015.