

**Appleby Services (Bermuda) Ltd.** is an affiliate of the Appleby Group and is a leader in providing corporate and trust administration services to local and international companies, partnerships and trusts.

## Senior Finance Administrator

The Senior Finance Administrator will be responsible for the day to day cash management and banking responsibilities. The successful candidate will also be responsible for training staff on finance related procedures as well as producing reports, including cash position analysis and forecasting.

Duties and Responsibilities include:

- Monitor and review all bank transactions and notify the bank of any errors in a timely manner
- Effectively manage cash and cheque deposits as well as all outgoing payments
- Oversee and action all queries or requests on the Accounts Receivable and Trust Accounts
- Assist in clearing bank reconciliation items and implement control procedures when necessary
- Monitor client portfolios consistently to ensure receivable levels are meeting internal standards and provide assistance in collecting any outstanding receivables
- Provide monthly statistical data relating to all collection efforts
- Liaise with the collection agencies as needed when debt is unable to be collected
- Perform special projects at the request of finance management

Knowledge, Skills and Experience include:

- An Associate's degree
- A minimum of four years of experience in a similar position
- Experience in the collection of accounts receivable within a professional services practice
- Knowledge of collection best practices is an asset
- Knowledge of ADEX financial software package
- Excellent written and verbal communication skills
- Excellent organizational and interpersonal skills
- Proven ability to meet deadlines and work with minimum supervision

Please apply online by registering in the Careers section (Positions Available) of our website at [applebyglobal.com](http://applebyglobal.com) before **9 October 2015**.



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