

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

## Associate Director

We are seeking qualified, motivated individuals to provide leadership and operational management of the Client Accounting and Listing Sponsorship teams, including the on-going provision of accounting services, general administration and maintenance of clients. Reporting to the Director of Finance & Operations, the successful candidate will be responsible for:

- Manage or co-manage the affairs of a varied portfolio of clients, which may include companies, trusts and estates as well as Bermuda registered insurance companies for whom Appleby Management serves as Insurance Manager and/or Principal Representative
- Supervise staff in accordance with Appleby policies and practices that includes planning, professional development, work assignment and performance review
- Liaise with client personnel as necessary, attending client meetings as required and Prepare client meeting binders
- Develop and lead client development strategy, identifying new areas of business and new client marketing; where appropriate assisting in the design and delivery of optimal offshore management solutions to multi-jurisdictional client structures
- Responsible for building and managing client development

Knowledge, skills and experience required:

- Qualified accountant (i.e. Chartered Accountant or equivalent qualification)
- Minimum of 7 years' post qualification accounting and management services experience
- Minimum of 5 years' experience working in the insurance sector
- Experience and knowledge of stock exchange listing requirements is preferred
- Highly organised team player who is a self-starter, enthusiastic, flexible, well presented and dedicated
- Strong business development, marketing and client relationship skills
- Proficient in preparation of Statutory Financial Returns in accordance with the Bermuda Insurance Act and familiarity with insurance accounting practices
- Proficient in the use of the Microsoft Office suite of applications, specifically MS Word, MS Excel and Outlook
- Proficient in the use of Viewpoint, Trust Management and Accounting Software
- The ability to deal effectively with bankers, brokers and attorneys and colleagues and to exercise discretion and confidentiality in all matters

Please apply online by registering in the Careers section (Positions Available) of our website at [applebyglobal.com](http://applebyglobal.com) before **30 October 2015**.



**AMERICA'S  
CUP**

**APPLEBY**  
OFFICIAL LAW FIRM  
2017 AMERICA'S CUP