

The Regulatory Authority of Bermuda invites applications for the role of Accounts Administrator. Reporting to the Chief Financial Officer and working closely with the Senior Accountant, the incumbent will be responsible for the accounting administration of the Regulatory Authority (RA) to include but not limited to maintaining records of financial transactions through establishing GL's, posting and reconciling transactions.

Key Duties and Responsibilities:

As required, provide accounting support in the following areas:

Maintains complete records of the financial transactions and balances accounts and ledgers within QuickBooks; reconciliation and administration of regulatory licenses; maintaining historical records; preparation of payroll for review and approval; maintenance and reconciliation of accounts payables and receivables; work closely in a small team environment with managers and staff on projects; and carry out any other duties the Chief Financial Officer or his designate may assign from time to time.

Minimum Qualifications, Experience and Skills:

- Undergraduate degree from an accredited University is a must (e.g. Business Administration, Finance or Accounting); or a minimum of 10 years bookkeeping-experience;
- Strong working knowledge and experience with Microsoft Office and QuickBooks and ability to develop ad hoc reports and run data queries;
- Demonstrated ability to solve problems and offer solution-based recommendations;
- Superior communication, prioritization, and organization skills; and
- Experience with meeting regular financial reporting deadlines, with an ability to meet deadlines and to work overtime when necessary.
- Ability to work as a member of a team.
- Not essential, but experience in the sectors falling under the remit of the Authority, electronic communications and/or electricity, would be useful.

Apply in writing by forwarding a cover letter along with resume marked

PRIVATE & CONFIDENTIAL and send to

Regulatory Authority
Attention: Kim Martins

Cumberland House 3rd Floor, 1 Victoria Street,
Hamilton, HM 11, Bermuda
or email to: kmartins@rab.bm

Telephone 405-6000

Deadline for receipt of application: **16th August, 2016**