



Accounts Manager (Qualified Accountant)

Reporting directly to the Head of the Bermuda Accounts department, this position is responsible for the firm's global collections function, revenue control for Bermuda's legal business, and financial reporting for the Codan entities. The successful incumbent will be a 'hands on' accountant. They will be directly involved in the firm's collections activity and will manage the relevant operations team within the department.

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Key Job Accountabilities

- Review firm's global policies and procedures with respect to debt recovery and advises and consults with management and overseas offices regarding compliance to policies.
- Manage the firm's global policies and procedures with regards to eBilling, including providing support and training to overseas offices.
- Manage the firm's key collections software tool including coordination with the information technology department and overseas offices
- Review and manage processes related to Bermuda's WIP and legal billings
- Provide relevant management information related billing and collections activity
- Preparation of all management and financial reports for the Codan companies (including audited financial statements and annual budgets)
- Directly responsible for the organization, coordination, management, and direction of the day-to-day operations of the collection of the Collections section of the Accounts department.
- Carries the full range of personnel management responsibilities for full time employees within the section.

Key Job Requirements

- An internationally recognized professional accounting qualification (eg. CA, C.M.A, etc) with a minimum of five (5) years post qualification experience and a record of progressive management responsibility during the qualified period
- Two to three years proven experience in debt recovery
- Past experience in the legal or professional services industry
- Experience with using the Elite Information system for billing preferred
- Experience with budgeting, staffing, supervising professionals and leading teams to generate high quality results
- Good knowledge of financial management, budgeting and accounting principles
- Experience with Minisoft ARCs system for collections preferred
- Experience with E-Invoicing systems (including Tymetrix, Datacert, E-Billing Hub, Serangeti) preferred
- Self directed with excellent organizational, analytical and problem solving skills
- Strong written and verbal communication skills
- Must be results oriented
- Proficient in MS Word and Excel

Résumés with references may be submitted in complete confidence to:

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Closing date: August 26, 2016