

**Estera** is a world-leading provider of offshore fiduciary and administration services with over 350 professionals across ten jurisdictions.

**Estera Management (Bermuda) Limited** is seeking a qualified, motivated individual to provide comprehensive on-going management, accounting and general administration of clients to meet the requirements of Bermuda registered companies, trusts and insurers.

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## Account Manager

Reporting to the Associate Director, and working within a dynamic team, the successful candidate will be responsible for providing efficient professional accounting and administrative services, along with:

- Preparing financial statements, reports, detailed analysis and working paper files.
- Overseeing year-end audits and annual statutory reporting.
- Managing the operations of a diverse portfolio of clients.
- Monitoring and maintaining compliance with Bermuda regulations including the responsibilities of the Insurance Manager and/or Principal Representative.
- Liaising directly with clients, bankers, brokers and other service providers.
- Assisting the Associate Director in business development and marketing efforts.
- Performing duties related to Bermuda Stock Exchange listing services, including ensuring compliance with applicable regulations.
- Mentoring support staff.

### Knowledge, skills and experience required:

- Professional accounting designation (CA, ACCA, ACA, CPA, etc.)
- A minimum of three years relevant post qualification experience.
- Ability to correctly apply technical knowledge to practical situations and provide ad hoc advice to clients.
- Strong working knowledge of Bermuda regulations.
- Knowledge of trust accounting and/or insurance management will be beneficial.
- Familiarity with US GAAP, IFRS and Bermuda statutory accounting.
- Excellent presentation skills with the ability to lead client meetings.
- Excellent written and oral communication skills.
- Good client relationship and organizational skills.
- Excellent interpersonal skills with proven ability to promote a team environment and a strong work ethic.

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If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please apply online by going to in the Careers section of our website at **estera.com before 9 November 2016**.

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to the **Human Resource Department**, Estera Services (Bermuda) Limited, 22 Victoria Street, PO Box HM 1624, Hamilton HM EX.