



## **Assistant Manager, External Reporting**

Validus Holdings, Ltd. ("Validus") is a holding company for reinsurance and insurance operating companies and investment advisors including Validus Reinsurance, Ltd. ("Validus Re"), Talbot Holdings Ltd. ("Talbot"), Western World Insurance Group, Inc. ("Western World") and AlphaCat Managers, Ltd. ("AlphaCat").

Reporting to the AVP, External Reporting, the Assistant Manager, External Reporting will be responsible for, but not limited to the following:

- Preparation of SEC quarterly and annual filings including XBRL filings;
- Preparation of technical accounting memos and reports;
- Preparation of all other filings to be made with the SEC;
- Preparation of annual and quarterly statutory and regulatory filings, including BMA reporting requirements;
- Preparation of quarterly and annual external surveys;
- Preparation of other financial reports and information for other finance team members as required;
- Maintaining good internal control procedures and ensuring compliance with Sarbanes Oxley regulations;
- Liaising with external auditors as required;
- Other duties as required.

### **The successful candidate will meet the following requirements:**

- Internationally recognized accounting designation (i.e. CA, CPA, ACA) with a minimum of 5 years post qualification experience;
- 3-5 years of experience working in a similar professional accounting role with a publicly traded company required;
- Thorough and current knowledge of US GAAP and SEC reporting requirements;
- Strong experience with Workiva products is essential;
- Proficiency with the Microsoft Office Suite of applications, particularly MS Excel;
- Proven organizational, self-management and timekeeping skills and a strong sense of attention to detail are essential;
- Excellent verbal and written communication skills i.e. thorough command of the English language including excellent spelling, grammar and punctuation;
- Experience with making presentations to, and interacting with senior executives;
- The ability to deal effectively and courteously with clients and colleagues, and to exercise discretion and confidentiality in all matters;
- Must be able to work outside of normal office hours including evenings, weekends and public holidays if necessary.

If your experience and ambition matches the above criteria, please send your resume and covering letter highlighting your experience as relevant to the role to:

Human Resources  
Attention: Tammy Barclay  
Validus Services (Bermuda) Ltd.  
Suite #1790 48 Par-la-Ville Road  
Hamilton HM 08  
Email: [recruiting@validusre.bm](mailto:recruiting@validusre.bm)  
Fax: 441-278-9091 or Telephone: 441-278-9000

Applications must be received by close of business on January 31, 2017.

For additional information on Validus, please visit our website: [www.validusholdings.com](http://www.validusholdings.com)