



## **AXIS SPECIALTY LIMITED**

### **ASSISTANT VICE PRESIDENT, GROUP FINANCIAL REPORTING**

AXIS Specialty Limited is a wholly-owned subsidiary of AXIS Capital Holdings Limited, a NYSE-traded company and global provider of specialty lines insurance and treaty reinsurance with offices located in Bermuda, North America, Europe, Singapore, Australia and Latin America. We currently invite applications for the role of **Assistant Vice President, Group Financial Reporting**.

The successful candidate will be a significant contributor to all facets of AXIS Capital's external financial reporting process, including SEC filings, quarterly earnings press releases, investor financial supplements and investor conference calls. Additional responsibilities include assisting with technical accounting research, preparation of various internal reporting deliverables, maintenance and documentation of financial controls, policies and procedures related to the group financial reporting process, maintenance and administration of the Company's external reporting systems, and ad hoc projects.

#### **Duties & Responsibilities:**

- Assisting with the preparation, review and filing of the Company's external financial reporting documents (including Forms 10-K and 10-Q, quarterly earnings press releases and investor financial supplements), managing the associated deadlines and ensuring compliance with U.S. GAAP and SEC rules and regulations;
- Drafting and ensuring the completeness and accuracy of the results of operations narratives included in the MD&A sections of Forms 10-K and 10-Q, as well as the drafting and review of numerous other 10-K/10-Q components;
- Managing and optimizing the primary software tools used in the preparation of the Company's external reporting documents, including generation and review of internally prepared XBRL documents to ensure validity, accuracy and completeness;
- Working closely with Investor Relations to provide value-added analytical support during the quarterly earnings review process and preparation for investor conference calls;
- Assisting with the preparation and review of other internal and external reporting documents, including Audit Committee and rating agency presentations;
- Monitoring and assessing changes in SEC rules and regulations, including trends in comment letters, and making associated recommendations for changes in Company policies, procedures and/or disclosures;
- Conducting U.S. GAAP and IFRS research as required, and assisting with the implementation, documentation and drafting of disclosures related to the proposal and/or adoption of new accounting standards;
- Making periodic internal presentations regarding the latest accounting and internal control developments;
- Providing on-going analysis and maintenance of the Company's processes and procedures aimed at ensuring compliance with the requirements of the Sarbanes-Oxley Act; and
- Completing ad hoc analyses and projects as required.

#### **Required Qualifications, Skills & Experience:**

- An internationally recognized accounting designation (e.g. CA or CPA);
- A minimum of 5 years post-qualification experience in the (re) insurance industry;
- In-depth current knowledge of U.S. GAAP and SEC reporting requirements, including XBRL compliance, is preferred;
- Detailed knowledge of, and exposure to, the compliance requirements of the Sarbanes-Oxley Act;
- Experience with general ledger and external reporting systems and Microsoft Office tools, including significant experience in the use of Excel and PowerPoint;
- Exposure to Webfilings, Hyperion and the Oracle accounting systems is preferred;
- Excellent interpersonal and communication skills, both written and verbal, including demonstrated proficiency with formal written business communications;
- Proven project management skills, including the ability manage projects from inception to completion, incorporating feedback from multiple sources;
- Ability to organize and prioritize multiple and changing work assignments, work with minimal supervision and work well under pressure;
- Willingness to work significant overtime (including holidays and weekends) during peak periods to ensure deadlines are met;
- Sound critical thinking and analytical skills; and
- Must be a self-starter with a high degree of initiative, and detail-oriented with a high degree of accuracy.

Written applications, including a CV, should be sent in confidence to:

Human Resources Manager

AXIS Specialty Limited

P.O. Box HM 1254

Hamilton HM FX

Or e-mail to: [bermudarecruiting@axiscapital.com](mailto:bermudarecruiting@axiscapital.com)

Closing Date: 13 February 2017