



Senior Accountant

On behalf of our Client Mutual Insurance Company Ltd. we invite applicants for the newly created role of Senior Accountant. Based in Bermuda and under the direction of the Chief Financial Officer, the Senior Accountant is responsible for the preparation of accounts and management information as well as assisting in the efficient management of a small insurance office, as follows:

Accounting:

- Preparation and reconciliation of all accounts working together with the Accounting and Administrative Assistant.
- Cash management including AR, payments cycle, banking templates.
- Review and first approval of all payments.
- Manage Reinsurance recoveries process and reporting.
- Prepare monthly and quarterly management reports including management financial statements, variance analysis, operations statistics, and performance against forecasts and budgets.
- Assist with the budget preparation process.
- Work with underwriting and claims teams to enhance reporting and internal control processes.
- External and internal audit coordination.
- Assist in preparation of quarterly financial reports for the Board and Committees.
- Assist with preparation of documentation required for financial strength rating agency and regulatory reviews.

General & Project Management:

- Manage relationships with local vendors and outsource service providers.
- Maintain disaster recovery and business continuity planning for the company.
- Participate in system migration projects including insurance administration, general and sub ledgers, reporting and database management.

Qualifications and experience required:

- An internationally recognized professional accounting and audit qualification (e.g. CPA, CA).
- A minimum of a Bachelor's Degree in Commerce, Business Administration or a related discipline.
- 3-5 years' post qualification experience required.
- Insurance accounting and auditing experience required.
- Knowledge of US generally accepted accounting principles required.
- System migration project experience highly beneficial.
- Knowledge of Bermuda Insurance laws, regulations and practices preferred.
- Superior system and application skills including accounting and insurance administration software, MS Office, web-based applications required.
- Flexible, self-starter, team player, able to manage workload to meet strict deadlines.
- Ability to work additional hours when required.

Island Employment Partners Ltd.

- Human Resources
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- Recruitment
- Immigration
- Payroll
- Advisory

All enquiries will be held in confidence

For more information, or to apply, please contact:

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Closing date:

May 31st, 2017

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