



Payments/Budget Analyst

Job number: 13002793

Close Date: August 31, 2017

We invent the new to help the world move forward. Combining powerful analytics and deeper insights with bigger ideas and innovative solutions, we free up our clients' potential, thereby fulfilling our own. Take it seriously. Make it fun. Know it matters.

MAXIMIZE your opportunity

XL Catlin invites applications for the position of Payments/Budgeting Analyst. This role is within Investments Global Operations and is imperative piece of the day to day operation of the Investments function.

What will your essential responsibilities include?

- Gather information and prepare the group investment expense budget.
- Update budget spreadsheets with actuals and communicate any variances to management.
- Payments related to intercompany fees across entities around the globe. This will require the ability to analyze the balance sheets of multiple entities in different jurisdictions.
- Working with legal entities across the globe and knowing the nuances related to different jurisdictions.
- Dealing with senior management in Investments, Legal, Compliance and Finance on a daily basis. Related to budgets, payments, intercompany transfers and a number of other topics.
- Continuously improve clarity of the budget in order to improve management's ability to make decisions related to the budget.
- Continuously look for ways to increase controls involving the payments process.
- Look for ways to further automate the payment and reconciliation processes.
- Achieve efficiencies by improving the notification process to other areas such as Fixed Income and Treasury in regards to money movements and cash available.
- Expedite payments using multiple custodial systems. Activities involve payments, account openings and multiple types of queries.
- Reconciliations performed on investments and custodian balances.
- Input money movements into internal system to notify Treasury of upcoming money movements.
- Verify payments have been released at the bank and keep a full audit trail of all payments.
- Provide adequate support and services for internal and external audits.
- Work with multiple internal areas throughout the globe sometimes under pressure situations.
- Support Ad-Hoc requests.

UNLEASH your potential

We're looking for someone who has these abilities and skills:

- Bachelor's Degree in Accounting or Finance
- Minimum of four years of budgeting experience in an investments environment
- Strong knowledge of capital markets operations functions
- Minimum four years work experience within an investments group
- Strong knowledge of BONY and Citi software used for payments
- Knowledge of Peoplesoft, BlackRock Aladdin and Qlikview
- Experience liaising with custodians globally
- Advanced skills in MS Office applications, particularly Excel and PowerPoint
- Strong background in finance, accounting, auditing and international tax regulations
- Strong technical and analytical skills with solid attention to detail
- Strong cash forecasting skills
- Has or is working towards a CIA (Certified Internal Auditor) and ACCA (Association of Chartered Certified Accountants designation (preferably at last level)
- Strong communication skills

Interested in this role?

Please email your application to: bermudahumanresources@xlcatlin.com or send to XL Catlin, O'Hara House, One Bermudiana Road, Hamilton, HM 08 (PH) 292-8515

Be sure to:

1. Include the Job Number and Title in the email subject.
2. Attach your current resume/CV to the email.
3. Send your email before the posting closes (date listed above).

DISCOVER your future

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