

STRONG. PROGRESSIVE. GROWING.

**BF&M**

## COMPLIANCE & REPORTING ANALYST

BF&M Limited ("BF&M") offers residential and commercial property, casualty, motor and marine insurance products, as well as group and individual health and life plans. The Company also offers pension administration and investment advisory services.

BF&M is currently seeking an experienced Compliance & Reporting Analyst, to join our Retirement Benefits team. Reporting to the Pension Compliance & Reporting Supervisor, the Compliance & Reporting Analyst will be responsible for the reporting, research and reconciliation requirements involved with reporting to the regulatory authorities, plan sponsors, plan members and internally.

### RESPONSIBILITIES WILL INCLUDE:

- Produce monthly and quarterly reporting for internal and external customers
- Complete monthly and fund, trade and cash flow reconciliations between TOPAS and the G/L
- Audit schedule preparation and sample collection
- Complete new group plan set-ups
- Prepare plan amendments and filings with the regulator(s), including wind ups
- Research and complete outstanding filings with the regulator(s), as required
- Provide assistance with client communications and mailings
- Assist with financial hardship withdrawals and overseas transfer requests
- Assist delinquent clients in identifying payment gaps and making a plan to bring their account back into good standing

### KNOWLEDGE, SKILLS AND ABILITIES:

- A Bachelor's degree in Business Administration or a relevant field
- A minimum of 5 years' experience in a similar role with familiarity in AML, FATCA, and CRS legislation. Experience in the Pensions or Investments industry would be an asset
- Exposure to audits and financial reporting is a must
- Detail oriented with strong analytical skills and problem solving abilities
- Highly organized, with the ability to manage multiple priorities
- Must enjoy working in a fast-paced, collaborative environment with minimum supervision
- Effective communicator, through all mediums with excellent writing skills
- Advanced knowledge of Microsoft Office suite, with advanced Excel skills

Interested candidates should submit a written application to [bfmjobs@bfm.bm](mailto:bfmjobs@bfm.bm) or to:

BF&M HR Department  
P.O. Box HM 1007  
Hamilton HM DX

### CLOSING DATE:

September 13, 2017

*Headquartered in Bermuda, BF&M is a multi-jurisdiction insurance group with a proud, longstanding heritage. We offer an environment where employees can feel proud to work and have the opportunity to add value and grow while making a meaningful contribution to our community.*

