



## **ASSISTANT FINANCE MANAGER- IT SYSTEMS**

The Bermuda Housing Corporation has an opportunity for Assistant Finance Manager- IT Systems. The successful candidate will report directly to the Finance Manager.

### **Primary responsibilities will include:**

- Manage all day to day services and operation of the Financial Systems including ongoing maintenance, upgrades, redesign and customization
- Provide or coordinate assistance on technical matters relating to the Financial Systems and IT infrastructure
- Develop various financial reports using system tools
- Liaise with HR and external consultants to develop and facilitate training and refresher courses to system users
- Ensure that scheduled system data backups are performed
- Conduct audits on expenditures, internal controls and compliance with policies and procedures
- Prepare audit reports and make appropriate recommendations to improve business processes and internal control
- Monitor and Update the Business Continuity Plans in relation to the IT systems

### **Interested persons should possess the following:**

- Bachelor's degree in Accounting, Business, CIS or the equivalent
- Minimum of 5 years post qualification IT/Accounting experience
- Prior experience in a Property Management environment would be an asset. Expertise in the MRI Property Management Software and Application Toolkit is essential
- Experience with Microsoft Dynamics GP, SQL database technology, report writing tools and advanced Microsoft Excel skills
- A solid understanding of financial accounting; general business processes and internal control is essential.
- Knowledge of IFRS and Canadian GAAP is vital

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If you are interested in this opportunity and meet the above requirements, please submit a cover letter and resume complete with references, no later than **September 27<sup>th</sup>, 2017** to:

Human Resource Manager  
Bermuda Housing Corporation  
21 Church Street, Hamilton HM 11  
Fax: (441) 295 2605  
E-mail: [hrrecruits@bhc.bm](mailto:hrrecruits@bhc.bm)

**Persons having previously applied for the position need not reapply.**

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***Bermuda Housing is an Equal Opportunity Employer***