

## **Management Accountant (Part-Time)**

Bermuda Investment Advisory Services Limited (BIAS) is a full service Investment Management and Advisory group with companies in Bermuda and Cayman. We are looking for a Part-Time Management Accountant who will report to the Group Financial Controller.

### **Primary Responsibilities and Duties include: -**

- Maintain and reconcile the General Ledger for the various companies in the Group, preparing detailed analyses.
- Update and reconcile Fixed Asset and Prepaid Expense schedules.
- Manage all aspects of Accounts Payable modules in Microsoft Dynamics.
- Prepare cash disbursements for approval and payment by authorized signatories.
- Prepare monthly revenue and expense projections, highlighting beats and shortfalls on a weekly basis.
- Analyze the performance of various business lines, reporting progress as the fiscal year advances.
- Compare budget forecasts against actual results assessing impact to cost, savings, scope, or timing.
- Prepare monthly pension management accounts, reconcile with pensions administrator and instruct Trustees on cash receipts and disbursements.

### **Educational and Experience Requirements include: -**

- A recognized international accounting designation (CPA, CA CMA, CGA, etc.).
- A minimum of 3 years post qualification accounting experience.
- An investment qualification (i.e., Series 7, Canadian Securities Course or CFA) would be useful, but not required.
- Strong written and verbal communication skills are essential.
- Strong PC skills, particularly with database and spreadsheet applications.
- Knowledge of Great Plains and Crystal Reports would be useful.
- Willing to work 20 hours per week but up to 30 hours per week at the quarter end and other heavy work periods.

If you are looking for a rewarding and challenging career,  
please submit a detailed resume to:

Human Resources, Bermuda Investment Advisory Services Ltd.  
1st Floor Wessex House, Reid Street,  
Hamilton HM11, Bermuda

Or by fax to 1-441-292-6131 or email: [hrrecruiting@bias.bm](mailto:hrrecruiting@bias.bm)

**BIAS is an equal opportunity employer**

**Closing Date: January 19, 2018**

Licensed to conduct investment business by the Bermuda Monetary Authority