



We are seeking to register candidates for the following positions:

TEMPORARY QUALIFIED ACCOUNTANTS/FINANCIAL SERVICES

Responsibilities:

- Monthly, quarterly and annual reporting
- Financial statement preparation
- Liaise with external auditors
- Special projects as required

Requirements:

- Professional accounting designation required (e.g. CA, ACCA, CPA)
- A minimum of 2 years' experience in banking, trust, investments or insurance
- Proficiency in the use of Microsoft Excel
- Outstanding interpersonal skills

TEMPORARY QUALIFIED ACCOUNTANTS

Responsibilities:

- Accounts receivable and payable reconciliations
- Bank reconciliations
- Payroll processing
- Month and quarter end reconciliation
- Budgeting and forecasting
- Financial statement preparation
- Liaise with external auditors

Requirements:

- Professional accounting designation required (e.g. CA, ACCA, CPA)
- A minimum of 5 years' experience in a full cycle accounting position
- Proficiency in the use of Microsoft Excel
- Outstanding interpersonal skills

TEMPORARY PROJECT MANAGERS/BUSINESS ANALYST

Responsibilities:

- Manage and plan activities for all business aspects of various organizations
- Determine, assign, track and manage project tasks
- Gather information and perform analysis

Requirements:

- PMP qualification or in the final stages
- A minimum of 5 years' experience in a project management role
- Ability to implement test plans to ensure successful delivery of a project
- Outstanding organizational skills

TEMPORARY EXECUTIVE ASSISTANTS

Responsibilities:

- Calendar and diary management
- Complex travel arrangements
- Expense reports

Requirements:

- Associates degree or recognized secretarial qualification
- A minimum of 5 years' experience in an EA role supporting senior level executives
- Professional presentation and superior verbal and written communication skills
- Outstanding organizational skills

TEMPORARY CORPORATE ADMINISTRATOR

Responsibilities:

- Provide complete corporate administration services to a portfolio of companies
- Attend board meetings and distribute minutes
- Secretarial duties to companies as required
- Maintain the share register and the register of directors and officers

Requirements:

- Membership in the Institute of Chartered Secretaries and Administrators is preferred
- A minimum of 3 years recent experience as a Corporate Administrator is required
- Excellent interpersonal skills

Interested candidates please submit CV and supporting references to: **The Platinum Group Ltd., Sofia House, 48 Church Street, Hamilton HM 12, Bermuda, Tel: 441 296 4090 - email: careers@platinumgroup.bm**

Closing Date: January 23rd, 2018