



SENIOR ASSISTANT FINANCIAL CONTROLLER

Reporting into the Financial Controller, the Senior Assistant Financial Controller is responsible for the preparation of the draft monthly financial statements, including related reconciliations and analyses, in addition to the management of the Foreign Accounts Payable Administrator.

The successful applicant will be responsible for:

- Prepare and review the draft monthly financial statements as well as preparation of analyses and reports
- Produce monthly general ledger account reconciliations including follow-up of differences
- Direct all processes relating to Foreign Accounts Payable via the management of one direct report
- Facilitate the management of physical inventory counts, including completion of inventory valuation schedules, and various analyses and management reports
- Involvement with the yearly financial close process ensuring that the financial statements are prepared according to generally accepted accounting principles
- Prepare and assist with the annual financial audit
- Continuous evaluation and ongoing improvement of internal controls and financial processes
- Collaborate to enhance the Company's profitability, effectiveness and efficiency through cost control and business process review

The skills required to be successful in this position include:

- An internationally recognized accounting designation with eligibility for membership with CPA Bermuda
- Minimum of five years' related experience with diverse responsibilities. Retail or drug store experience will be an asset.
- A strong work ethic – highly motivated and committed to a hands-on position
- Excellent analytical and problem-solving skills
- Proven track record in training, supervising and mentoring staff
- Experience in a multi-system environment with strong computer literacy, particularly with the Microsoft Suite of Products – Experience with SUN accounting software will be an asset
- Working hours of 8am -5pm, with a willingness to work additional hours as needed

Qualified applicants should apply online at www.phoenixstores.bm. If unable to apply online, please submit a detailed cover letter and resume to: Human Resource Manager – The Phoenix Stores Limited, PO Box HM 826, Hamilton HM CX Bermuda. We thank all applicants for their interest, but only those being considered for an interview will be contacted.

Closing Date: September 7, 2018