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Accountant and Personal Assistant

Our client is seeking an Accountant/PA to provide strong accounts management, administrative assistance and support as a full-time personal assistant.

Duties & Responsibilities:

- Working from home with flexible hours, self-motivation and integrity
- Creating, maintaining and improving the efficiency of multiple Excel spreadsheets and OneDrive files, for a broad range of accounts
- Communicating professionally with a variety of stakeholders, including service providers, charities and assisting with property management
- Research, evaluation and booking of travel arrangements to find the most efficient and cost-effective options
- Supporting the client with any additional personal assistance needed

Minimum Qualifications, Skills & Experience:

- University degree; a major or minor in Accounting is preferred
- 5 years' experience within an accounting position
- Internationally recognised accounting designation is an advantage
- Previous experience as a Personal Assistant or a similar administrative capacity would be a benefit
- Excellent computer skills in Excel, OneDrive and Microsoft Suite; experience working with a Mac operating system preferred
- Driven and positive attitude with attention to detail
- Strong problem-solving skills
- An organised and professional work ethic and the ability to handle highly confidential information with discretion

To apply please send your résumé to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com.

All enquiries will be dealt with in strict confidence.

Closing Date: **October 12, 2018**