

## **Accounting Manager, Reporting – Bermuda Finance**

This position is responsible for reporting and analysing the financial results of the Bermuda office of Conyers Dill & Pearman. The position requires great attention to detail and organisation skills.

### **What Will You Do**

- Responsible for the consolidation of monthly, budget and forecast financial data, which include the preparation of financial analysis for submission to the Financial Controller.
- Responsible for analyzing current financial performance by comparing and analyzing actual results with budget and forecasts, monitoring variances, identifying trends and recommending actions to department heads.
- Responsible for the preparation of the monthly dashboard and financial reports, which include financial analysis for submission to the department heads.
- Responsible for liaising with these department heads in developing and improving monthly dashboard and financial reports to support decision making.
- Drive process improvement by streamlining functions and developing automated accounting applications to increase productivity.
- Maintain the payroll general ledger including and not limited to; reconcile social insurance / health insurance; prepare and post payroll journal into accounting system; prepare schedule of employee savings, calculate annual interest; complete quarterly payroll tax returns; reconcile health insurance paid / refunded by retirees; assist with ad hoc payroll reconciliations.
- Responsible for the preparation of the financial statements of audit review.
- Liaise with external auditor's review for matters relating to financial statement disclosure and providing support for audit queries.
- Special project requests as assigned by the Head/Deputy of Bermuda Accounts.

### **What You'll Need**

- An internationally recognized professional accounting qualification (ACCA, CA, CPA or equivalent) with at least three years of progressive experience in an accounting role;
- Experience in a professional services environment an asset;
- Intermediate to advance Excel skills to include Pivot Tables, VLOOKUPS and IF/THEN statements;
- Ability to streamline functions and have a passion to learn and grow;
- Knowledge of generally accepted accounting principles;
- Good problem solving and follow up skills and ability to respond to inquiries in a timely manner;
- Proven organizational and time management skills, along with a strong attention to detail;
- Demonstrated ability to manage tasks concurrently and work effectively under critical deadlines;
- Strong verbal and written communication skills and being able to effectively communicate with senior management;
- Great interpersonal skills, work well as a team player or as an individual contributor.

### **Resumes with references may be submitted in complete confidence to:**

HR Department, Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

**Tel:** (441) 295-1422

**Fax:** (441) 292-3134

**Email:** [careers@conyersdill.com](mailto:careers@conyersdill.com)

**Closing date:** December 6, 2018