



Artex Risk Solutions (Bermuda) Ltd.

## **Assistant Manager**

**Closing Date: May 27<sup>th</sup>, 2019**

Artex is one of the world's fastest-growing and most diverse insurance managers. With more than 400 staff in 16 worldwide locations, our employees work together to conceive, design and manage alternative risk transfer solutions that help our clients manage today's challenges and tomorrow's opportunities.

Artex Risk Solutions (Bermuda) Ltd. is seeking a motivated and dynamic individual for the position of Assistant Manager. Reporting directly to the Management Team, the successful applicant will have a strong sense of accountability and will be responsible for providing all aspects of day to day management services to a portfolio of commercial (re)insurance clients.

### **Responsibilities**

- Provide accounting and administrative services to a portfolio of commercial (re)insurance clients
- Coordinate BMA filings, including BSCR and related filings for client companies
- Prepare client management accounts and IFRS/GAAP financial statements Monitor clients' regulatory compliance and coordinate the year-end audit process
- Assist with supervisory support for a team of account executives
- Liaise with client personnel and service providers
- Prepare meeting materials and attend client meetings
- Provide assistance to the Management Team with new business opportunities
- Other ad-hoc projects as required

### **Qualifications**

- ACA, CA, CPA or ACCA professional accounting qualification
- Minimum of three years post-qualifying experience
- Proven experience in the successful management of small teams
- Strong technical knowledge of IFRS and U.S. GAAP including an excellent understanding of insurance and investment accounting standards
- Knowledge of the Bermuda insurance market and regulatory environment would be advantageous
- Demonstrable working knowledge of risk based reporting regimes
- Advanced computer literacy skills, including Excel, Word and PowerPoint
- Experience and current working knowledge of reporting from general ledger systems
- Demonstrable ability to multi-task and adapt to changing priorities
- Motivated individual who is deadline driven and committed to delivering an excellent level of client service
- Excellent verbal, written, organizational skills with the ability to engage effectively at all levels
- Demonstrable career progression in previous roles – prior management experience advantageous

Interested applicants are invited to apply in writing by sending your resume, **covering letter (MUST INDICATE Bermudian, Spouse of Bermudian, PRC or Non-Bermudian)** and two professional references to the following:

resumes.bda@artextrisk.bm – subject should state Assistant Manager – May 2019

*Artex is a wholly-owned subsidiary of Arthur J. Gallagher, one of the world's largest insurance brokerage and risk management companies. Gallagher employs more than 25,000 people worldwide across 35 different countries, with a global network that can offer client service capabilities in more than 150 countries.*