

Appleby (Bermuda) Limited, a leading offshore law firm, provides legal advice and services to many leading global organisations.

Finance Manager

Appleby requires the services of a finance manager. This position will assist in the provision of accounting services and production of financial information for the Firm along with assisting on projects at the request of the Financial Controller and the supervision of the Finance Team.

The Finance Manager will work on a broad spectrum of accounting and finance activities across the Firm's other jurisdictions and associated companies.

Principal Duties and Responsibilities are (but not limited to) the following:

- Prepare monthly financial statements and performance analysis for fee earners
- Prepare variance analysis of results against budget and prior year
- Assist in year-end audit activities by providing the necessary support to the auditors in a timely manner
- Review and prepare general ledger reconciliations
- Review and approve bank reconciliations
- Assist in the maintenance of General Ledger accounts and structure
- Provide management oversight for areas of Finance such as the accruals and prepayments, credit cards, fixed assets accounting, Accounts Receivable & Trust accounts, Billing, and Disbursements & Payables.
- Design and develop various reports as required by Management
- Assist the Financial Controller with the preparation of annual budgets and forecasts
- Ensure there are adequate policies and controls in place to maintain the integrity of financial information
- Work with the Financial Controller and the whole finance team to maximise the use of working capital
- Assist in the preparation of quarterly payroll tax returns and government reports on balance of payments, economic activity
- Participate in the review and evaluation of employee performance based on prescribed KPIs and metrics. Be able to address performance issues and develop a high performing team
- Proactively initiate automation and process improvement enhancing department's efficiency and effectiveness
- Complete ad hoc projects at the request of the Financial Controller

Knowledge, Skills and Experience Required:

- A recognised accounting designation (CPA or Equivalent) with minimum of ten years' post-qualification experience
- A working knowledge of US, Canadian and International Financial Reporting Standards and generally accepted accounting policies
- Finance experience working in a professional services environment preferable
- Coaching and mentoring skills with the ability to develop workforce
- Experience with automated accounting systems
- Proficient in Microsoft Office suite of applications and particularly advanced Excel skills and strong PowerPoint skills including macros and vlookup table
- Experience working with a document management systems is preferred
- Experience with the AdEx software package preferred, or experience with other ERP systems and report generation
- Excellent written, oral and interpersonal skills and a track record of meeting deadlines
- Preference working in a fast pace environment
- Very strong in multi-tasking, attention to detail and accuracy skills
- Confident, self-motivated with the ability to work additional hours when required
- Ability to work cooperatively and collaboratively with all levels of employees and management

Please apply online by registering in the Careers section (Positions Available) of our website at applebyglobal.com before **30 May 2019**.