

The Regulatory Authority of Bermuda (the “RA”) invites applications for the role of **Accountant**. Reporting to the Financial Controller and Head of Administration, the role provides the opportunity to work in a challenging and expanding regulatory environment, with significant career development opportunities. The Accountant will be responsible for assisting with preparing reconciliations, annual accounting & electrical reviews, reports, and assist with the development/updating of the RA financial policies.

### **Key Duties and Responsibilities:**

#### **Accounting**

- Assist the Senior Accountant with the preparation of the quarterly and monthly accounts and reporting requirements.
- Assist the Senior Accountant in the preparation of the financial reports and drafting the statutory financial statements.
- Assist the Senior Accountant in coordinating the external audit and budget development.
- Complete bank reconciliations and A/P aging process reviews.
- Provide support to the Office Administrator with online payment administration.
- Reviews the Bank reconciliation and A/P aging process on a monthly basis.

#### **Electricity**

- Analyze the electricity regulatory submissions.
- Prepares reconciliation reports including journal entries and payment instructions.
- Liaises with electricity license holders to resolve queries or outstanding issues.
- Prepares the electricity annual review.

#### **Class License Administration and Reconciliation:**

- Prepares documentation for the reconciliation and administration of the regulatory class licenses.
- Liaises with License Liaison Manager and Senior Accountant to resolve queries or outstanding issues.
- Maintains the Class 4 database and is the primary contact for Class 4 license.
- Any other duties as requested by the Financial Controller and Head of Administration

### **Minimum Qualifications, Experience, and Skills:**

- Requires a bachelor's degree from an accredited University in Business Administration, Finance or Accounting.
- Recognized professional accounting designation (CA, CPA, ACCA) or in the process of pursuing the designation.
- A minimum of 5 years of post-graduate experience is required or a minimum of 2 years post professional accounting designation experience.
- Working knowledge of Public Sector Accounting Standards; experience in the public sector is desirable.
- Proficient in Microsoft Office and Quickbooks.
- Understanding the development of operating and capital budgets.
- Demonstrated experience with meeting regular financial reporting deadlines.
- Strong organization skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to work under pressure and manage confidential matters with discretion.
- Strong written and verbal communication skills.
- Demonstrated ability to solve problems and offer solution-based recommendations.

Apply in writing by forwarding a cover letter along with resume marked  
**PRIVATE & CONFIDENTIAL** and send to

Regulatory Authority  
Attention: HR Manager

Craig Appin House, 1st Floor, 8 Wesley Street, Hamilton, HM 11, Bermuda  
or email to [asomner@rab.bm](mailto:asomner@rab.bm)

Deadline for receipt of application: **1st October 2019**