

**Elementum (Bermuda) Ltd.**, an alternative asset investment manager specializing in collateralized natural event reinsurance investments are seeking a highly motivated individual to assist in the Reinsurance Operations Team in support of the portfolio management/underwriting function. Elementum ranks among the top ten largest ILS managers globally. The firm operates from two offices, its headquarters in Chicago, USA and from Hamilton, Bermuda through Elementum (Bermuda) Ltd.

### **Key responsibilities will include:**

- Liaising with Portfolio Management, Finance and Legal teams to provide support on various deal related matters.
- Creating and managing multiple status reports during the life cycle of all reinsurance contracts.
- Preparing and circulating various agreements on a timely basis in advance of collateral funding.
- Assisting with collateral accounts and cash management; payment requests and confirmations.
- Collating, reviewing and assisting with reporting on loss estimates and claims.
- Preparing monthly reporting and reconciliations of transaction schedules with various counterparties.
- Assisting with meeting goals of consistent automation and improvement of risk management processes.

### **The successful candidate will ideally have:**

- Bachelor's degree in business, finance or accounting.
- 3+ years of proven experience working in (re)insurance, investments or finance.
- A professional designation in (re)insurance, finance or accounting preferred.
- Keen attention to detail, highly organized, and process driven.
- Ability to prioritize tasks and accomplish results in a cross-functional team environment.
- Team player mentality with strong communication skills.
- Strong analytical skills; able to identify problems and recommend solutions.
- Ability to thrive in a fast paced working environment with rapidly shifting priorities and needs.
- Strong proficiency with Microsoft Office suite, specifically Excel.

**For more information, or to confidentially apply - reach out today!**

Contact: **Stephanie Brown** Telephone: **400 6002**

Email: **steph@acumengroup.com**

Closing date: **Monday, 9th December 2019**