KPMG

PROGRESS. PASSION. POSSIBILITIES.

At KPMG our goal is to be the Clear Choice for our Clients, our People and our Community.

KPMG professionals are individuals who take deep, personal accountability for their work; have a passion for excellence; remain driven to achieve their full potential; and understand the value of building relationships with clients, future clients, their communities, the global firm and each other. A KPMG professional has a strong work ethic, thrives on challenges, and is dedicated to providing outstanding client services.

Assistant Manager and Manager

KPMG is looking for an Assistant Manager and Manager to join the internal Finance Department. The Assistant Manager and Manager reports to the Senior Manager, Finance and is responsible for the support of financial operations for the firm, including the processing of transactions and the preparation of a financial and management reports. The Assistant Manager and Manager will assist the Senior Manager, Finance in all aspects of their duties, including the supervision of an established team of administrators. This is a hands–on, results-orientated role.

Key duties of this role include, but not limited to, the following:

- Review, approve and post GL and sub-ledger transactions;
- Prepare as necessary and post recurring journal entries;
- Review and approve staff requests for reimbursement of business expenses;
- Approve bank transfers for authorised payments;
- Review and approve bank reconciliations and accounts reconciliations;
- Prepare Key Performance Indicator Reports and expenditure and variance analyses;
- Assist in compilation of budget/forecasting data;
- Assist in preparation of internal and external reports;
- Assist in the development and implementation of finance, accounting, billing, and compliance procedures;
- Support Senior Manager, Finance in the establishment and implementation of short- and long-range finance departmental goals, objectives, policies, and operating procedures;
- Interact with Senior Manager, Finance and other managers to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations;
- Work in tandem with Senior Manager, Finance in the supervision and performance management of Finance Department staff; and
- Other ad hoc duties as tasked by the Senior Manager, Finance.

Specific skills, qualifications and attributes to be successful in this role are as follows:

- Qualified accountant with at least three (3) years Assistant Manager and four (4) years Manager of relevant post qualification experience;
- "Big 4" accounting firm experience is preferred;
- A strong understanding of, and experience in, accounting and reporting for professional services firms;
- Proficient in Microsoft Office applications with excellent spreadsheet abilities;
- Great Plains reporting experience would be preferred;
- Working knowledge of STAR would be an advantage;
- Experience in a supervisory role is preferred but not essential; and
- Results oriented individual with excellent verbal and written communication skills with the ability to communicate to members of the firm at all levels.

To apply for the above position, please visit our careers page at **kpmg.bm**.

KPMG | Crown House | 4 Par-la-Ville Road | Hamilton HM 08 | Bermuda

+1 441 295 5063 | hr@kpmg.bm

Deadline to apply is Thursday, July 9, 2020.

KPMG is an equal opportunities employer.

© 2020 KPMG, a group of Bermuda limited liability companies which are member firms of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved.