

Rawlinson and Hunter, a member firm of the Chartered Professional Accountants of Bermuda, requires qualified Accountants in Senior positions. Established in Bermuda over 60 years ago, Rawlinson & Hunter provides a wide range of Trust, Accounting, Administrative and Corporate Services to a broad base of local and international clients and families.

## **Senior Accountants**

### **Responsibilities include but are not limited to:**

- Preparing and issuing financial statements in conformity with agreed and approved accounting standards;
- Reviewing and gathering financial information as well as the preparation of any related reports;
- Reviewing activities on investment portfolios and ensuring that transactions are properly documented and accounted.
- Monitoring of transaction advices to review for abnormalities;
- Assisting with the completion of forms, reports and documents required for the investment of trust /company assets;
- Reviewing the trust investment strategy of trust portfolios to ensure adherence to the investment policy guidelines and trust regulations and reporting on abnormalities;
- May be responsible for the administration of trusts and companies and the preparation of trust, company, legal, financial and banking documents;
- Providing administrative and technical support to Managers and Directors;
- Preparing fee invoices for relationships.

### **Knowledge, Skills and Experience**

- Professional accounting designation required;
- Proficient in Microsoft office suite;
- The ability to work independently but with appropriate balance on when to seek guidance and escalate when required;
- Good verbal and written communication skills;
- Willingness to attend trust training sessions and professional development.

Qualified Chartered Professional Accountants who wish to seek employment in this position are requested to inform the President and Chief Executive Officer of CPA Bermuda who will assist by introducing them to Rawlinson and Hunter. All communication should be addressed in confidence to the President and Chief Executive Officer, Chartered Professional Accountants of Bermuda.

Interested persons should apply by forwarding an application letter and resume no later than DATE to EMAIL ADDRESS.

Chartered Professional Accountants of Bermuda  
P.O. Box HM 1625  
Hamilton HM GX.