

Manager, Business Analyst (Finance)

Conyers Dill & Pearman is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The Firm advises on Bermuda, British Virgin Islands, and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

This role is a key position within Conyers Program Office responsible for the analysis and delivery of business transformation initiatives and projects across multi-jurisdictions.

What Will You Do

- Identify and work with business stakeholders to elicit the business requirements and business case to meet key objectives
- Lead the Finance functional teams in defining and documenting new processes in both Enterprise and 3E
- Lead teams in executing user acceptance testing scripts; collating and analysing the results of the tests
- Lead Finance teams in cleansing the data currently residing in Enterprise in preparation for the 3E conversion
- Elicit requirements and drive process change using staff interviews, document analysis, requirements workshops, business process descriptions, business analysis and workflow analysis
- Work with other team members and business services departments to devise new support material based on the revised processes, to include training, reporting and systems enhancements
- Actively monitor project risks to foresee/identify potential problems and proactively identify solutions to address in advance
- Ensure the business impact and project objectives/dependencies are identified, reported on and managed at all times
- Complete post implementation reviews to ensure successful delivery has been achieved and to ensure that improvements can be made for future projects
- Participate in training of both the global Finance teams and the Conyers non-Finance users
- Contribute to parallel projects (Touchstone, NBI) as required

What You'll Need

- Bachelor's Degree in Finance/Accounting or equivalent, accounting designation required (i.e. CPA, CA, ACCA)
- 5+ years of progressive accounting, reporting and management experience, with a minimum of 2 years leading a team
- Strong leadership skills and a commitment to continuous learning
- Proactive problem-solving skills including the ability to define possible solution alternatives, foresee issues and provide proactive solutions to closure
- Excellent interpersonal and communication skills with proven ability to build strong partnerships and influence others
- Strong project/process management experience gained within a professional services environment and/or legal experience gained within a leading law firm
- Knowledge of accounting processes and Legal Financial Systems would be advantageous e.g. Elite/3E
- Ability to handle multiple tasks/projects with tight deadlines
- Proactive in approach and able to work independently
- Strong ability to drive results
- Team player with a positive attitude

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman
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Email: careers@conyers.com

Closing date: July 9, 2021