



Manager Finance

Athene Bermuda Employee Company Ltd., a wholly owned subsidiary of Athene Holding Ltd., seeks a Finance Manager who will be responsible for working on a broad array of general accounting, expenses and accounts payable functions, projects, and initiatives.

An understanding of the need for a strong control environment, attention to details, accountability, reliability and with great sense of initiative to do more are essential qualities of the person who fills this role. Strong communication skills are required as this person will be a first point of contact to internal customers within the organization and with external stakeholders including vendors, banks, firms, and auditors. Compensation will be commensurate with the skills and experience of the successful candidate and this position will report directly to the Director of Finance.

Job Description

- Lead team of 7 individuals including offshore staffs responsible for Bermuda's general accounting, expenses, and accounts payable processes;
- Oversight of monthly and quarterly Bermuda financial reporting as it relates to general accounting, investment fees and general and administrative ("G&A") expenses, cash reconciliations, inter-company and others;
- Responsible for expense management including budgeting, forecasting, and cost allocations by cost centers and Athene entities;
- Oversee the payroll entries and work closely with HR and 3rd party service provider to ensure payroll items are appropriately recorded;
- Provide quarterly entity and departmental analysis of expense results including comparisons to budget;
- Oversee the accounts payable (AP) function, which includes vendor relations, timely disbursement, and vendor queries;
- Primary reviewer of AP invoice coding to ensure correctness of coding to various cost centers, legal entity, and GL account;
- Manage the implementation, documentation, and maintenance of appropriate processes and controls in accordance with Sarbanes Oxley (SOX) requirements as it relates to general accounting, expenses, and accounts payable;
- Develop, implement and main systems, procedures, and policies for the above-mentioned functions to ensure adherence to company guidelines;
- Manage internal and external audit requirements;
- Work with different geographical finance teams to process monthly intercompany transactions and reconciliations;
- Communications with subsidiaries, auditors, actuaries, lawyers and others in the company as necessary;
- Conduct ad hoc analysis and related duties as required by senior management and other internal and external stakeholders to support M&A activity;
- Assist with Company's reinsurance operations and initiatives;
- Support the corporate treasury initiatives such as bank/custody account management, wire transfers and liquidity forecasting;
- Support management of multi-currency/location transactions; and
- Work on ad-hoc projects and perform related duties as directed.

Key Job Requirements

- U.S. Certified Public Accounting (CPA) qualification or equivalent to the U.S. CPA supplemented by a minimum of 10+ years of progressively responsible experience;
- Minimum of 10 years of experience in general accounting, expense management and budgeting, inter-company transactions, accounts payable and payroll processing functions;
- Experience leading teams and managing people in the finance area;
- Experience with providing budget and analysis for multiple departments and entities;
- Experience with maintaining relationships with vendors and banks;
- Experience with multi-location company and transacting in foreign currencies;
- Experience with leading and onboarding projects as in relates to this role's key functions;
- Experience with Oracle R12, Hyperion Essbase, COR360, ConCur and Kyriba systems highly preferred;
- Strong proficiency in Microsoft Office with emphasis on Excel;
- Ability to establish and maintain effective working relationship with other employees;
- Perceptive, self-starter with excellent problem-solving abilities;
- Desire to work in a dynamic, fast paced environment and to uphold a high level of attention to detail at all times;
- Dedicated team player who is flexible and adaptable to change;
- Organized and has good attention to detail;
- Ability to manage multiple projects at once and know how to prioritize deadlines and manage work under pressure; and
- Willingness to work overtime possibly during weekends and holidays when required to meet deadlines.

Interested applicants should email their resumes, including cover letter to HRBDA@athene.bm (REF: Manager Finance) All resumes will be treated in complete confidence.No telephone enquiries please.

Drive. Discipline. Confidence. Focus. Commitment. Learn more about **working at Athene**. Athene celebrates diversity, is committed to inclusion and is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other status protected by Bermuda law.

Closing date: September 24, 2021

Athene Holding Ltd and subsidiaries

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