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Our client, L&F invites applications for the position of:

Office Manager

L&F is a Bermuda – based captive insurance group providing financial and professional lines insurance to the PricewaterhouseCoopers (PwC) global network of firms.

Reporting to the Chief Financial Officer and working collaboratively with the L&F team, the Office Manager will have overall responsibility for the daily operations of the office through a range of administrative, financial and executive – support related tasks. Core responsibilities in the role will include the following:

- Responsible for the day to day operations of the office, through a range of administrative, financial and executive-support related tasks;
- Provide administrative support to the Finance, Claims & Legal and Underwriting teams;
- Performing monthly bank reconciliations and assisting with the accounts payable function by entering payments into online banking platforms and ensuring appropriate authorizations are obtained;
- Act as the key point of contact with the IT department and local service providers to ensure effective operation of the office and its equipment;
- Work with internal and external counsel to ensure that company records are kept up to date;
- Responsible for premium tracking and identifying and allocating premiums to appropriate policyholder accounts;
- Work with service providers to ensure compliance documentation, access rights and distribution lists are kept up to date;
- Perform weekly reconciliations of investment holdings against the PwC Independence database;

- Serve as the first point of contact for all visitors to the office, answering telephone calls and responding to emails.

Required skills and education:

The role is suited to an energetic, versatile, technologically advanced professional, capable of assimilating a variety of duties to support the operations of a complex, international business. Key competencies will include:

- Excellent organizational and time management skills, able to multi- task and prioritise work;
- Strong attention to detail, allied with excellent written and verbal communications skills for interacting with senior management;
- Knowledge of accounting and compliance practices and procedures;
- Proficient in Microsoft and Google Suite of office applications;
- Enthusiastic and well – presented at all times

A full job description is available from PwC.

To apply, please send a CV and covering letter
Alistair McNeish
PricewaterhouseCoopers Executive Search
Email: bm_execsearch@pwc.com
Tel: 441-295-2000

Closing date: 26 October, 2021