

Head of Conyers Management (Client Accounting)

Conyers Management (Bermuda) Limited ("Conyers Management") offers a full range of accounting, administrative and business advisory services in support of exempted and locally incorporated companies, partnerships, individuals and trusts. Services on behalf of clients range from responsibilities for professionally meeting the routine statutory requirements of organizations whose activities are minimal, to the full provision of uniquely specified day-to-day management, accounting and administrative needs of the most active business enterprises as a cost-efficient alternative to employing staff and establishing their own physical office presence in Bermuda.

The Head of Conyers Management will be responsible for supervising the day-to-day operations of the client accounting team. The role will require sound judgment and excellent client accounting skills to enhance service to client relationships and drive value.

What Will You Do

- Oversee the team of Client Accountants and other administrative personnel
- Assist with reviewing, setting and monitoring key performance objectives to ensure that management and administrative staff perform to the highest standard and meet the Conyers Management performance expectations, identifying on-going service delivery improvements
- Perform as a Client Account Manager to include liaising with clients and administering a complex portfolio together with providing guidance and support to clients
- Assist with developing relationships to generate leads, identify and shape future solutions and engagements
- Prepare periodic financial statements
- Implement required system changes through projects, draft applicable policies and procedures, and conduct regular training as required
- Participate in meetings with and presentations to existing and prospective clients
- Maintain oversight of business risks and promote risk awareness within the business
- Monitor and keep abreast of relevant legislative and regulatory changes, ensuring that any changes are formalized into a project plan to effectively implement policy/system changes and relevant training within the team
- Lead and be responsible for the team structure, resourcing, and managing change
- Act as a technical mentor, developing knowledge and practical capabilities and proactively managing and promoting the development of team knowledge and the development of key skills
- Provide focus and clarity in establishing individual goals, drive performance management, support career development and reward strong performance

What You'll Need

- An internationally recognized professional accounting qualification (CA, ACCA, CGA or equivalent) with a minimum of 7 years post qualification experience
- Ability to contribute to the development of junior members
- A working understanding of international money movements and securities markets and mutual funds operations
- An understanding of client engagement planning, scheduling and control
- Excellent oral and written communication skills as well as interpersonal skills, together with the ability to tactfully interact and develop relationships with clients
- Ability to interact with clients, portfolio managers and service providers
- Proven ability to provide feedback and direction to direct reports to foster rapid skill development, to identify strengths, and to improve performance
- Ability to assist with the objective setting process to meet team and individual development objectives
- Proficiency with Microsoft Office Suite applications
- A willingness to work extended hours is essential to cater to clients operating in different time zones

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

Tel: (441) 295-1422 **Fax:** (441) 292-3134

Email: Careers@conyers.com

Closing date: December 17, 2021