



Operations Manager / Financial Controller

Message from the Executive Director about Scooter Mart and this Position

Scooter Mart Ltd. was founded in 2016 with a vision to redefine the customer service experience in Bermuda's automotive industry. Having grown significantly since then, we have gained considerable market share and are continually expanding into new lines of business. We have ambitious strategic plans for growth and continue to invest in new and creative business opportunities that will transform the industry in Bermuda. We are seeking an Operations Manager (OM) / Financial Controller (FC) who is passionate and excited about joining a progressive and innovative team and will add value to our business growth endeavors. Given that this is an Executive position, the candidate will play an extremely important role in our continued development and growth journey. A willingness to think outside of the box, be creative, and have a get the job done attitude is important. Our company is typically fast paced with high-performance standards and expectations for ourselves, and for our customer deliverables.

Job Summary

Reporting directly to the Executive Director (ED) and working closely with the Management Team, the OM/FC is expected to provide leadership, direction, and management across all aspects of the business and its group of companies, enabling it to deliver on its Mission Statement and strategic plan.

The OM/FC is an executive position that is expected to uphold and reinforce the corporate culture, promote diversity and inclusion, strengthen operational efficiency and performance, and generate revenue.

Key Duties and Responsibilities

- Ensure management information and financial reporting are complete, accurate and timely
- Review and analyze all financial transactions and provide an analytical review of financial metrics
- Prepare and submit all statutory filings (Payroll Tax, Social Ins, and Pension)
- Prepare quarterly and annual financial statements in accordance with US GAAP
- Work across teams to project-manage system implementations, upgrades and automation initiatives with a focus on the integrity of the financial data, processes and controls
- Maintain strong stakeholder relationships and drive the execution of team deliverables
- Oversee the daily business and administrative operations and improve operating procedures for optimal efficiency
- Lead and motivate staff to achieve sales targets and organizational objectives
- Drive the recruitment process to attract the best candidates and reduce employee turnover
- Mentor and inspire employees to buy into the vision of the Company
- Foster an environment that complies and promotes the company vision, mission and purpose
- Evaluate company performance and recommend strategies to improve results
- Collaborate with the ED, stakeholders, and management to raise capital and carry out defined business-expansion strategies

Qualifications

- Bachelor's Degree in Business, Finance, or Accounting)
- Certified Professional Accounting Designation (CA, CPA, ACA, ACCA, CIMA, CMA, CGA or equivalent)
- Demonstrable 3-5 years of post-qualification experience gained in a similar role within a retail and sales-oriented company
- Good knowledge of relevant management and investment accounting practices and US GAAP
- Advanced knowledge of Microsoft group of products (Excel, Access, Word, and PowerPoint) and can navigate complex spreadsheets
- Prior experience with QuickBooks accounts general ledger and other retail administration systems would be an asset
- Strong analytical and problem-solving skills along with excellent judgment and decision-making
- Ability to work both collaboratively within a team and independently
- Proven ability to project-manage system implementations, improvements, and to develop automation of manual operational processes.
- Maintaining the fiscal health of the company through adherence to financial procedures and controls, and realistic budgeting
- Providing advice and recommendations to the ED on improving the efficiency and effectiveness of the fiscal management of the Company
- Providing regular updates to the ED, particularly regarding financial performance, staffing matters, development progress and any problems that have the potential to affect reputation or, restrict its ability to meet the needs of its clients
- Strong written, verbal and presentation skills
- Attention to detail with a high level of accuracy and the ability to manage multiple priorities, tight deadlines and pressure situations.
- A performance-driven individual with a "Can Do" attitude and a willingness to take on new tasks regardless the size
- An exceptional work ethic and always conducts themselves in a professional manner

If you are interested in the position, please submit your resume and two references to the attention of HRD Director ScooterMart at cdg@logic.bm by no later than February 4, 2022.

Only short-listed candidates will be contacted for an interview.