



PROGRESS. PASSION. POSSIBILITIES.

At KPMG our goal is to be the Clear Choice for our Clients, our People and our Community.

KPMG professionals are individuals who take deep, personal accountability for their work; have a passion for excellence; remain driven to achieve their full potential; and understand the value of building relationships with clients, future clients, their communities, the global firm and each other. A KPMG professional has a strong work ethic, thrives on challenges, and is dedicated to providing outstanding client services.

People Specialist

We are looking for a People Specialist to join the firm’s People function (L&D and HR). This is a split role with dual reporting lines to the Senior Manager, Learning and Development and the Director of Human Resources.

Responsibilities for the L&D team will include, but not be limited to:

- Provide support to the Senior Manager, Learning and Development, the People, HR Director, People Partner, outside consultants, as well as the relevant working groups/ teams;
- Lead on special projects on KIG-IFC, determined by the Senior Manager, L&D;
- Assist with the delivery/co-facilitation and collection of L&D course materials when engaging in training sessions;
- Assist with all pre and post-course administration, including sending pre-course tasks to course participants, feedback requests, collating feedback data, compiling feedback reports and updating the feedback analysis spreadsheet; producing course certificates, providing post-course customer service and liaising with trainers to collect their feedback;
- Assist with assigning mandatory trainings for new starts, promotion trainings for new managers, firm wide annual trainings;
- Track trainings and sending reminders for trainings;
- Owner of Global Learning Management System, GLMS, to assign all trainings trouble shoot GLMS, and liaison with GLMS Help Desk, pulling reports and providing to stakeholders;
- Assigning Audit trainings to new starts, audit technical trainings and trouble shooting;
- Assist staff with offering training courses and events, including helping staff to research and source suitable training courses, collecting feedback after the event, and updating training records in GLMS;
- Conduct a reconciliation of staff records and GLMS and CPA Bermuda;
- Produce weekly Compliance reports to update managers and staff on mandatory training requirements and staff training records;
- Maintain and update L&D page on KBDA (intranet site);
- Manages internal L&D page website administration – updating yearly training calendar, uploading new courses and dates to KBDA, changing course details, and cancelling courses where require;
- Assist with the administration of KBDA platform, including updating staff training records on the internal database answering staff queries, producing reports, collating feedback, marketing, and liaising with the external platform providers (PTix);
- Oversee course registration lists on the internal database, as well as training requests that arise through the annual Training Needs Analysis and appraisal/performance reviews;
- Point of contact for CPA Bermuda and submitting the yearly CPD credits;
- Deliver STAR (time and billing system) training;
- Work with the Compliance team to identify staff who were non-compliant with trainings and send out quarterly compliance letters;
- Provide overall efficient administrative support to the Learning & Development Team.

Responsibilities for the HR team will include, but not be limited to:

- Back up for full time HR team administrators:
- Recruitment, new hire, benefits related and leaver process administration;
- HRIS data entry and administration;
- Employment verifications;
- General employee queries;
- Administer annual file retention/destruction; and
- Ad hoc administration.

The ideal candidate must have the following qualifications, skills and attributes:

- University graduate preferred;
- A minimum of 2 to 3 years’ experience in an L&D Specialist or similar role;
- Excellent communication skills, including the ability to communicate with tact and diplomacy;
- A high level of organisation, project management, flexibility, ability to maintain confidentiality and be approachable by people;
- Strong time management skills and ability to effectively handle multi-tasking;
- Exceptional people skills with the ability to work with staff at all levels;
- Ability to share knowledge, coach, train, develop and motivate staff;
- Ability to work well under pressure;
- Ability to identify and meet deadlines;
- Ability to work as a team player;
- Maintains a positive approach towards work, clients and colleagues, however challenging;
- Confident and committed to providing quality service to our internal and external clients;
- Have a natural curiosity about new technology and a willingness to embrace it;
- A meticulous eye for accuracy and detail;
- A willingness and capacity to work overtime to meet the needs of the job when necessary; and
- Be innovative, inspiring, collaborative, have a growth-mindset, display characteristics of a life-long learner, friendly, professional, helpful, and sensitive.

To apply for the above position, please visit our careers page at kpmg.bm

KPMG | Crown House | 4 Par-la-Ville Road | Hamilton HM 08 | Bermuda +1 441 295 5063 | hr@kpmg.bm

Deadline to apply is Tuesday, March 22, 2022

KPMG is an equal opportunities employer.