

Charles Taylor Consulting (Hamilton) is a member of the Charles Taylor Ltd. Group:
www.charlestaylor.com



On behalf of my client, I invite applications for the position of:

Assistant Account Manager

Reporting to the General Manager this role assists the Senior Account Manager with the day-to-day cash management and financial reporting for a portfolio of the Company's (re)insurance clients.

Based in Bermuda, responsibilities will include but not be limited to:

- Efficient management of assigned client bank accounts to optimize investment income and maintain operating account balances at a reasonable level.
- Accurate & timely payment of client company expenses.
- Timely settlement of management fees for assigned client companies.
- Reconciliation of all client bank accounts on a monthly basis.
- Preparation, where required, of monthly cash reports on a timely basis.
- Preparation of monthly reconciliations of claims and premiums to the general ledger
- Processing of premium billings and preparation of monthly reconciliations of client receivables.
- Preparation and maintenance of client policy documentation.
- Assist as requested with the preparation of client financial statements and the annual audit.
- Assist Senior Account Manager and Claims Executive in the preparation of Board books and attend client meetings as requested.

Charles Taylor offers a truly inclusive working environment to all of its employees globally - one that encourages new ideas and collaboration! They also offer a competitive compensation structure and a 'Talent Map' designed for all staff members.

To apply for this position, please contact me in confidence today
- We look forward to hearing from you!

Stephanie Brown, Recruitment Partner
Email: apply@recruitment.bm - Tel: 535-7163

Closing date: **Friday, April 15th 2022**

