



The Platinum Group Ltd. ["PG"] has a rapidly growing Seconded Division (temporary assignments) that is currently seeking talented individuals to join our dynamic team. **Being part of the PG seconded team** offers great exposure to different companies, industries and opportunities that will strengthen your resume and expand your knowledge. We work with top companies in Bermuda that may be looking to hire full time. We offer a great work-life balance, opportunities to work directly in industry and provide a competitive compensation package.

SENIOR QUALIFIED ACCOUNTANTS/FINANCIAL SERVICES

Responsibilities:

- Monthly, quarterly and annual reporting
- Financial statement preparation
- Liaise with external auditors
- Special projects as required.

Requirements:

- Professional accounting designation required (e.g. CA, ACCA, CPA)
- A minimum of 2 years' experience in banking, trust, investments or insurance
- Proficiency in the use of Microsoft Excel
- Outstanding interpersonal skills.

SENIOR REINSURANCE ACCOUNTANTS

- Analysis and process accounts
- Maintaining the accuracy of premium information on proportional treaties and premium adjustments
- Cash allocations as well as claims calculations and payments
- Ensure data integrity and create queries and reports
- Maintain loss information on all quota shares.

Requirements:

- Professional accounting designation required (e.g. CA, ACCA, CPA)
- A minimum of 2 years' experience in reinsurance accounting
- Proficiency in the use of Microsoft Excel
- Outstanding interpersonal skills.

SENIOR QUALIFIED ACCOUNTANTS

Responsibilities:

- Accounts receivable and payable reconciliations
- Bank reconciliations
- Payroll processing
- Month and quarter end reconciliation
- Budgeting and forecasting
- Financial statement preparation
- Liaise with external auditors.

Requirements:

- Professional accounting designation required (e.g. CA, ACCA, CPA)
- A minimum of 5 years' experience in a full cycle accounting position
- Proficiency in the use of Microsoft Excel
- Outstanding interpersonal skills.

PARALEGALS

Responsibilities:

- Assist in legal research for legal papers, laws and reports
- Draft legal correspondence, filings and reports
- Maintain corporate records, filings, organizing and indexing
- Perform due diligence checks and coordinate compliance investigations
- Undertake preparation and filing of court applications
- Organize meetings, provide administrative support for documents

Qualifications:

- A minimum of three (3) years' relevant experience
- A Paralegal qualification or Law Degree
- Excellent research capabilities
- Driven and flexible to work in various areas of legal practice
- Proven ability to ably manage and communicate with clients and legal associates – verbally and in written in form.

Interested candidates please submit CV and supporting references to:
The Platinum Group Ltd., "Suite 302" St. James Court, Flatts Village, Smith's Parish, FL 04, Bermuda, Tel: 441 296-4090 - email: careers@platinumgroup.bm. Closing Date: June 24th , 2022