

Head of Conyers Management (Client Services)

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.

The Head of Conyers Management will lead ongoing client accounting operations and support the development of our regulatory services offering. There will also be opportunity to lead and influence broader strategic initiatives and objectives. The successful applicant will be a senior leader with responsibility for leading operations for existing requirements, and identify and implement new services and revenue streams.

What Will You Do

Client Accounting Services

- Lead a professional services team responsible for day to day activities (client accounting and regulatory services)
- Manage operational and administrative tasks on behalf of clients and assist with coaching the team
- Assist team on client matters and regulatory projects to include attending client meetings, leading new business proposals, coordinating the client acceptance process and delivering a high level of client service while ensuring that each client relationship is compliant with internal policies and procedures
- Partner with internal stakeholders to develop a growth strategy and implementation plan for our client accounting and regulatory services
- Partner with internal stakeholders to effectively advise clients and clients' advisors on solution focused consulting, aligned with the client's business model and expectations
- Identify best practices for clients from existing procedures and processes in order to facilitate integration of these practices over a reasonable time frame, and create an efficient and effective program in the context of strategy and policies
- Lead the design and implementation of technology-based solutions that drive exceptional client service, excellent user experience and deliver operational efficiencies
- Manage the team in terms of appropriate resources and skill levels, and productivity measures, to ensure market competitiveness
- Contribute pro-actively to strategic initiatives and objectives

What You'll Need

- An internationally recognized professional accounting qualification (CA, ACCA, CGA or equivalent) with a minimum of 7 years post qualification experience
- A high level of entrepreneurial expertise coupled with previous management experience in a client facing role
- Proven experience in developing and marketing management/advisory services
- A working understanding of international money movements, securities markets, and mutual funds operations
- Experience working with different regulatory regimes in designing, developing, embedding and evaluating governance, risk and control frameworks across jurisdictions and sectors
- A thorough understanding of end-to-end business processes and key integration points, with the ability to develop and implement improvements
- Excellent oral and written communication skills as well as refined interpersonal skills; together with the ability to tactfully interact and develop relationships with clients, portfolio managers and service providers
- Proven ability to provide feedback and direction to direct reports to foster rapid skill development, identify strengths and to improve performance
- Ability to assist with the objective setting process to meet team and individual development objectives
- Proficient in Microsoft Office suite of applications
- Ability and willingness to work extended hours is essential to accommodate 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: July 8, 2022