Join our Team!

Senior Financial Controller

The incumbent is responsible for preparation of the monthly financial statements for Bermuda General Agency Ltd. (BGA), Pitt & Company Ltd. (Pitt) and related companies. The incumbent is also responsible for the management of the Reporting, Payable, and Treasury functions for the Group of Companies.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Prepare and review the monthly financial statements for BGA, Pitt and related companies, including various analyses and management reports while meeting the expected deadlines
- Direct all processes relating to Financial Reporting, Accounts Payable and Treasury via the management of three direct reports
- Post journals and accruals, and prepare reconciliations and various analyses to enable the preparation of the monthly financial statements
- Facilitate the yearly financial close process, ensuring that the financial statements are prepared according to generally accepted accounting principles
- Prepare and assist with the annual financial audit, including liaison with the auditors and completion of audit schedules
- Support the management of the Group's physical inventory counts and the preparation of the annual budget
- Supervise and represent the Accounts team as needed in the Chief Financial Officer's absence
- Support other Corporate financial functions, including cross training within the Corporate financial team
- Perform ad hoc duties and special projects when required

PROFESSIONAL EXPERIENCE:

- An internationally recognized accounting designation with eligibility for membership with CPA Bermuda.
- Minimum of five years' experience in a financial position of a similar size organization. Wholesale and/or retail experience would be an asset.
- A strong work ethic - highly motivated and committed to a hands-on position.
- Excellent analytical and problem-solving skills, accompanied by a proven track record in leading teams and supervising staff
- Demonstrated ability to handle multiple tasks while prioritizing and responding to a variety of demands in a deadline driven environment.
- Excellent interpersonal and communication skills with proven ability to communicate with and support both internal and external parties of all levels.
- Experience in a multi-system environment with strong computer literacy, particularly with the Microsoft Suite of Products. Experience with SUN accounting software would be an asset.

Assistant Financial Controller, Payables and Treasury

The incumbent is responsible for all activities relating to Accounts Payable for Bermuda General Agency Ltd. (BGA), Pitt & Company Ltd. (Pitt) and related companies. The incumbent is also responsible for monitoring and managing the Group's cash flows based on the separate needs of the individual businesses.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Direct all processes relating to Accounts Payable for BGA, Pitt and related companies via the management of the Accounts Payable Administrators
- Review and approve all electronic banking transactions, including but not limited to wire transfers to vendors, and inter-account and inter-company transfers
- Manage the vendor reconciliation process, ensuring that credits owing from vendors are identified and actioned so that amounts owing to the Company are received in a timely basis
- Investigate and confirm significant purchase variances on shipments received, ensuring accurate financial reporting and monitoring of credits owing from vendors
- Monitor, analyze and forecast the Group's cash flows in accordance with business requirements to facilitate the timely processing of inter-account and/or inter-company transfers
- Prepare monthly general ledger account reconciliations including immediate follow-up and recording of differences
- Maintain the Group's fixed asset records, including monthly depreciation
- Aid with the monthly financial statement production via the posting of journals or accruals, and the preparation of various analyses
- Cross train on other back-office functions within the Corporate Accounts Department
- Perform ad hoc duties and special projects when required

PROFESSIONAL EXPERIENCE:

- Bachelor or Associate degree in Accounting or Business Administration or a closely related field
- A minimum of three years' related experience with diverse responsibilities. Wholesale experience would be an asset
- A professional qualification is preferable but not essential
- A strong work ethic – highly motivated and committed to a hands-on position
- Excellent analytical and problem-solving skills, accompanied by a verifiable track record in supervising staff
- Demonstrated ability to handle multiple tasks while prioritizing and responding to a variety of demands in a deadline driven environment
- Exceptional customer service skills with proven ability to communicate and support both internal and external parties of all levels
- Experience in a multi-system environment with strong computer literacy, particularly with the Microsoft Suite of Products – Experience with SUN accounting software will be an asset

Assistant Financial Controller, Reporting

The incumbent is responsible for the recording and management of all Marketing activities and the reconciling of all Bank Transactions for Bermuda General Agency Ltd. (BGA), Pitt & Company Ltd. (Pitt) and related companies. The incumbent is also responsible for assisting with the preparation of the monthly financial statements for BGA, Pitt and related companies.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Account for all Group marketing billbacks on a monthly basis
- Liaise with vendors, buyers, and the marketing team to ensure prompt collection of all receivables due
- Advise marketing team each month of any advertising or sample charges that have not been billed back to vendors
- Coordinate efforts with the Accounts Payable Team to ensure that all amounts owing to the Company by vendors are received in a timely basis
- Produce monthly bank reconciliations for the Group of companies, ensuring that all variances are immediately followed-up, resolved and journaled,
- Prepare monthly general ledger account reconciliations including immediate follow-up and recording of differences
- Aid with the monthly financial statement production via the posting of journals or accruals, and the preparation of various analyses
- Participate in the yearly financial close process, ensuring that the financial statements are prepared according to generally accepted accounting principles
- Cross train on other back-office functions within the Corporate Accounts Department
- Perform ad hoc duties and special projects when required

PROFESSIONAL EXPERIENCE:

- Bachelor or Associate degree in Accounting or Business Administration or a closely related field
- A professional qualification is preferable but not essential
- A minimum of five years' related experience with diverse responsibilities. Wholesale experience would be an asset
- A strong work ethic – highly motivated and able to work independently with minimum supervision in a team environment
- Excellent analytical and problem-solving skills, with demonstrated ability to handle multiple tasks while prioritizing and responding to a variety of demands in a deadline driven environment
- Exceptional customer service skills with proven ability to communicate and support both internal and external parties of all levels
- Experience in a multi-system environment with strong computer literacy, particularly with the Microsoft Suite of Products – Experience with SUN accounting software will be an asset

Interested applicants should apply in writing by the 22nd of July 2022, to the Human Resources Manager, Bermuda General Agency Ltd., P.O. Box HM 506, Hamilton, HMCX, or direct submissions via email to: bgahr@bga.bm.