

Bermuda Monetary Authority is committed to attracting and developing the best people who are dedicated to providing exceptional service.



Compensation and Benefits Technician

Human Resources Department

The Bermuda Monetary Authority (Authority or BMA) is seeking the services of a skilled and capable individual to work as a Compensation and Benefits Technician in our Human Resource Department. Reporting to a Senior HR Manager – Compensation and Benefits, the Compensation and Benefits Technician will be responsible for assisting and coordinating aspects of the compensation and benefits function within the Human Resources Department, which includes liaising with the Finance Department and troubleshooting issues related to HR platforms and internal staff.

The duties and responsibilities will include but are not limited to:

- Provides payroll support by way of tracking monthly changes, preparing calculation sheets and conducting a preliminary review of the payroll batch for submission to the Senior HR Manager for review
- Processes vendor payments in accordance with Authority's policies and procedures
- Liaises with the Finance Department to provide monthly reporting and adjusting journals, where relevant
- Assists with the preparation of separation documents and tracks exit survey results
- Assists in the processing of benefits and liabilities related to offboarding staff
- Liaises with the IT & Finance Departments to ensure all access to the organisation is removed
- Reconciles quarterly salary expense general ledger and highlights discrepancies to the Senior HR Manager
- Tracks reimbursements/payments made for benefits processed outside of the normal payroll process
- Reconciles reporting lines, position titles and form assignments
- Assists in the preparation of reports for submission to the Board of Directors
- Calculates bonus amounts and assists with preparing the bonus payroll
- Prepares and processes onboarding and offboarding employee's requirements
- Assists in responding to leave queries and reconciles entries against certificates received. Follows up with appropriate manager/employee where inconsistencies exist and makes adjustments as needed
- Generates year-end balance reports and calculation of the liabilities to be accrued
- Reconciles statements on a quarterly basis for pension, health insurance, social insurance and dues owed to the Bermuda Public Service Union (BPSU)
- Provides general support for the preparation of budget and forecasts in Prophix
- Tracks movements of the budgeted headcount
- Provides general support during the annual audit review
- Ensures that, in the completion of duties related to the function, the guidelines set out in the Employee Handbook are followed

This position requires a skilled individual who possesses:

- A bachelor's degree in Business Administration, Finance, Human Resources or related subject
- An HR certification, or in the process of obtaining a recognised HR certification, is an advantage
- A minimum of five (5) years of relevant experience administering compensation or benefits programs
- Proficiency with MS Office Word, Excel, PowerPoint and HRIS systems
- Strong mathematical skills and proficient with compensation research and data analysis
- The ability to present information clearly and in a manner that is appropriate and understandable to the audience
- The ability to multi-task and be highly organised with strong problem-solving skills

The Authority is the integrated regulator of the financial services sector in Bermuda. We can offer the opportunity for broad exposure to international regulatory issues, special projects and a variety of work experiences.

If you are looking for a challenging opportunity in a team environment, we invite you to submit your application via our 'Careers at BMA' page at www.bma.bm. Applications for this position must be received no later than **22 August 2022**.

Bermuda Monetary Authority is an Equal Opportunity Employer.

Individual Excellence...Collective Strength

Protection ■ ■ Integrity ■ ■ Accountability ■ ■