

PART TIME ACCOUNTS ASSISTANT

Burrows, Lightbourn Ltd., a leading distributor of Beer, Wine and Spirits in Bermuda is seeking a highly detail-oriented, organized **Part Time Accounts Assistant** with proven ability to work independently and collaboratively within a financial team. Reporting directly to the Financial Controller, the successful candidate will work within several aspects of the accounting system.

Primary Responsibilities Include:

- Assist with Accounts Receivable, Accounts Payable and Inventory processing as required.
- Assist in monthly bank reconciliations, reimbursable advertising, and provide some assistance with the monthly management accounts preparation such as accurate posting of Journal Entries to the general ledger.
- Support Finance team with further automation projects of accounting, store and warehouse operational systems.
- Provide support to the financial team with regular administrative duties which may include reception some telephone support, filing, banking and occasional errands.

The Successful Applicant Must Possess:

- High School Diploma with at least 5 years of relevant experience in a similar wholesale, retail or distribution role.
- A keen interest in the accounting function of a successful, fast paced work environment.
- Familiarity with ERP accounting systems is a definite advantage as well as proficiency in MS Office products.

You will be perfect for this role if you have a good understanding of the accounting process, are strong at reconciliations, work with attention to detail, and a can work positively in a team environment. You should also have good communications skills and are confident that you can provide good customer service and produce accurate work.



As a member of the Gibbons Group of Companies employees receive major medical insurance benefits, a contributory pension plan, group company discounts and access to employee assistance programs.

If interested in this career opportunity, please send a resume & covering letter, along with two employment references to: **humanresources@bll.bm**

Closing date: **January 20th, 2023**

Only applicants who have been shortlisted for an interview will be contacted.