

Client Accountant

Conyers Management (Bermuda) Limited ("Conyers Management Services") offers a full range of accounting, administrative and business advisory services in support of exempted and locally incorporated companies, partnerships, individuals and trusts. Services on behalf of clients range from responsibilities for professionally meeting the routine statutory requirements of organizations whose activities are minimal, to the full provision of uniquely specified day-to-day management, accounting and administrative needs of the most active business enterprises as a cost-efficient alternative to employing staff and establishing their own physical office presence in Bermuda.

This career-shaping role is ideal for candidates who are looking for a stepping stone from practice to industry, particularly into the financial services, insurance or trust services sector. Working with the Conyers Management team, the successful candidate will have responsibility for a portfolio of clients and be required to prepare management accounts and financial statements, ensuring all tax filings, regulatory and ad-hoc reporting is completed in accordance with regulatory and deal requirements.

What Will You Do

- Manage the day to day integrity of the client ledgers, reviewing the input of bookkeepers
- Prepare / review financial statements, management accounts, budgets and financial models
- Complete routine month end / quarter end management account preparation for a portfolio of clients
- Prepare and ensure team procedures and controls are maintained and followed at all times
- Prepare / review client cash flow statements, forecasts and basic models
- Prepare annual Financial Statements for a portfolio of clients
- Act as a central point of contact for external auditor liaison for a number of clients
- Prepare and review audit support information and schedules
- Track and monitor the preparation of financial information
- Develop strong relationships with clients and other internal teams / service lines
- Proactively identify process improvement and service line development opportunities
- Carry out all aspects of role in accordance with relevant policies, procedures and controls

The successful candidate will also pro-actively take on and support additional responsibilities and tasks as required by management and clients.

What You'll Need

- An internationally recognized professional accounting qualification (CA, ACCA, CGA or equivalent) with a minimum of 2 years post qualification experience and a record of progressive responsibility during the qualified period
- A high degree of numeracy and analytical thinking supported by a pro-active and positive attitude
- Highly diligent and organized approach to work, ideally with previous experience in a client facing role
- Strong written and verbal communication skills as well as excellent time management skills and the ability to prioritize conflicting demands
- Ability to deliver exceptional client service as part of a busy and ambitious team

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman Limited
P.O. Box HM 666, Hamilton, HM CX
Tel: (441) 295-1422 **Fax:** (441) 292-3134
Email: careers@conyers.com

Closing date: January 23, 2023