



GOVERNMENT OF BERMUDA

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For more information, please contact the Department of Employee and Organizational Development at 441-279-2820 or [hr@gov.bm](mailto:hr@gov.bm)

Under Public Service Commission Regulations, the canvassing of any member of the Legislature in regard to a Government post will disqualify the applicant for appointment.

**Closing time to apply for positions is 7:00 p.m. local Bermuda time on the stated closing date.**

## PHYSIOTHERAPIST

Department of Health

Salary: PS31 \$99,849

Closing Date: 3 February 2023

## REGISTRATION AGENT

Registrar of Companies

Salary: PS14 \$56,049

Closing Date: 1 February 2023

## FINANCIAL ASSISTANCE OFFICER

Department of Financial Assistance

Salary PS27 \$86,338

Closing date: 8 February 2023

## STRATEGIC EXECUTIVE LEADER IN ECONOMY AND FINANCE

### FINANCIAL SECRETARY

Ministry of Finance Headquarters

Salary: PS50 \$214,092 (Fixed)

Closing Date: 8 February 2023

The Government of Bermuda seeks a strategic and forward-thinking leader to help shape the future of Bermuda's economy, as the head of the Ministry of Finance.

The Financial Secretary is a member of the Government's Public Service Executive, which is responsible for the strategic management of Bermuda's Public Service.

Bermuda is a major international financial centre (IFC) known for its highly dynamic financial services sector, in particular insurance and reinsurance. Over the years Bermuda has built a reputation as an IFC that enables sound innovative financial practices while ensuring that firms operate under a regulatory and supervisory framework that is in line with international standards and keeps pace with market developments. Bermuda's Financial Secretary plays a pivotal role in acting as a bridge between the domestic economy and the international financial centre.

The current dynamic period of global change presents exciting opportunities for growth and innovation for the country and the Government. The Financial Secretary will be at the helm of developments, working alongside private sector, international, multilateral and public sector partners to further enhance Bermuda's global position, and the Government's financial strength.

The Financial Secretary works under the policy direction of the Minister of Finance and is responsible for providing economic and financial policy advice to the Minister on all international and domestic matters. As Executive leader, the Financial Secretary is responsible for the management of the economy of Bermuda, the Government's fiscal position, raising of Government revenue, and the control of Government expenditure. In addition, the post-holder provides the legislative framework in relation to the financial services sector and compliance with international tax and Anti-Money Laundering obligations. The Financial Secretary is also responsible for oversight of the departments within the Ministry, providing strategic policy leadership to both domestic and international divisions.

Applicants must possess a Master's Degree in Business Administration, Finance, Economics, Statistics, Financial Planning, Financial Services or a related discipline. A minimum of ten years' experience in a senior financial management position in the public or private sector with proven ability in setting strategic direction, financial planning, leadership and management is required.

The post-holder must be willing to work outside normal business hours as necessary. An assessment may be administered to short-listed applicants.

## CHIEF OPERATIONS OFFICER (Under Review)

Ministry of Finance Headquarters

Salary: PS41 \$144,431 (Fixed)

Closing date: 15 February 2023

The Government is looking for a dynamic Senior Manager to head Operations in the Ministry of Finance.

The Ministry of Finance is responsible for the formulation and adherence of prudent fiscal policy to achieve financial stability and promote stable and sustainable economic growth. The Ministry also provides strategic direction and an overall framework for effective financial management and control of government activities, and provides oversight for effective compliance. The Chief Operations Officer (COO) will be responsible for the Headquarters (Operations) division of the Ministry of Finance.

The Chief Operations Officer works under the general direction of the Financial Secretary, to provide operational leadership, management and administration. The post holder also provides policy and technical advice and executive professional services to the Financial Secretary in the discharge of his/her responsibilities. The COO functions as the Ministry Comptroller and oversees the work of the finance function of the Ministry as a whole to ensure compliance, efficient and effective management of the finance function, and accuracy and reliability of financial information.

The COO is responsible for the overall management and coordination of Ministry Headquarters to ensure effective operations and efficient use of resources; and is the Ministry lead on operational policy matters related to financial, employment, privacy, information and communication policies and laws. The post-holder is responsible for making high-level decisions regarding compliance with established laws and policies, devising recommendations for solutions and assuring execution throughout the Ministry. The COO is also responsible for recommending high-level strategic Ministry decisions in alignment with the Government's vision, and for delegated duties of the Financial Secretary.

Applicants must possess a post-graduate qualification or designations in Business Administration, Finance, Economics, Financial Planning, Financial Services or a related discipline or a professional designation in Accounting or equivalent. A minimum of ten years' experience in a senior management position in the public or private sector with proven ability in financial oversight and planning leadership, and management is required.

The post-holder must be willing to work outside normal business hours as necessary and must possess a valid car driver's licence.