



MELLO JONES & MARTIN
BARRISTERS AND ATTORNEYS

Require a
FINANCIAL CONTROLLER

This is a demanding, hands-on position requiring a self-motivated individual who must be able to meet tight deadlines and manage a demanding workload. The Financial Controller is responsible for all of the financial and accounting functions of the firm including but not limited to:

- the preparation of monthly financial statements and other management reports as required for the firm, and its associated corporate administration and trust company operations;
- the monitoring and analysis of results, budgeting and financial forecasting for the firm's overall operations;
- the daily overseeing of the time and billing accounting system and client trust accounts;
- the day to day administration of the accounting office, its staff and functions;
- ongoing training of the accounts department staff;
- systems review and development;
- supervision of staff bonus and incentive programs;
- supervision of internal management and;
- monitoring of the firms' pension and medical insurance and benefit plans.

The successful candidate must have a Chartered Accounting qualification with at least seven - ten years post qualification experience. Knowledge of PC based network systems is essential, and familiarity with law firm accounting systems and TABS is desirable. Availability to work extended hours and at weekends is required periodically, sometimes at short notice.

Bermudians and Spouses of Bermudians only need apply. No agencies please.

Written applications must include a detailed resume and should be submitted to:

Human Resources
Mello Jones & Martin
P.O. Box HM 1564
Hamilton HM FX
Fax 296-4555 or email jobs@mjm.bm

Closing date: March 11, 2011