



ZURICH®

Zurich Investment Services Limited

Zurich Financial Services Group is one of the world's truly global insurance groups, with operations in more than 170 countries and strong market positions in North America, Europe and Asia. The group has an outstanding, international reputation for high - quality service, local expertise and utilizes the benefits of a powerful global network.

Zurich Investment Services Limited - Bermuda (ZIS), is the offshore investment accounting, reporting and administration Center of Excellence for North America, and is an integral and highly valued operating segment of the group.

ZIS is seeking a qualified accountant (CPA, CA, CMA) with a minimum of 5 years practical experience working with complex investment transactions, financial instruments, investments structures and products for the role of INVESTMENT ACCOUNTING MANAGER

KEYTASKS

In this role you will be responsible for Analyzing and Implementing IFRS and US Statutory Accounting Pronouncements. You will manage the monthly closing process, prepare and review investment and accounting reports for various clients. We will count on you to maintain a good working relationship with our clients. This will allow you to expedite resolution to any investment issues that may arise and to support investment accounting projects as a subject matter expert, such as client conversions.

SKILLS

You will have experience in investment accounting and reporting, with strong analytical and computer skills and the ability to work with MS Suite, while being proficient in working with large computerized investment Accounting and Financial systems, such as SAP, CAMRA, Bloomberg and Crystal Reports. Your in-depth working experience with US GAAP and IFRS Reporting would provide you with the ability to review IFRS and US Statutory accounting pronouncements with the view that you will be able to recommend and assist with the implementation of system, workflow and procedure changes as required. Your working experience of OTTI reviews under IFRS, US statutory reporting and US insurance regulatory reporting would be considered an asset. Client conversion of assets to new investment systems will require your strong analytical skills. We expect that you will assist with the management of a team of Portfolio Accountants, while producing accurate reporting under pressured circumstances and strict deadlines. Good communication skills are essential.

ZIS is seeking a SENIOR INVESTMENT ACCOUNTANT/REPORTING SPECIALIST with a minimum of 4 years practical experience working in the Securities Markets or Insurance Industry

KEYTASKS

In this role you will prepare and deliver investment accounting reports for various clients; therefore, contributing to the monthly hard close process including valuation, quality assurance and delivery of figures according to the locally agreed time schedule and SLA. We will count on you to maintain a smooth client relationship with involved parties and to support investment accounting projects as a subject matter expert.

SKILLS

To your university degree in business administration, finance or accounting, Chartered Accounting or a diploma as controller you should add at least 4 years of practical experience of processing investment transactions. Deep IFRS accounting knowledge especially covering financial instruments would be an advantage. Further essential assets are good knowledge of traditional and non traditional financial instruments and markets, sound knowledge of investment accounting policies and procedures, and a working knowledge of producing reconciled journal entries to enable research and resolve issues. You are experienced in project management and accounting processes, with the ability to work under pressure and within strict deadlines. We expect a highly resilient, communicative and credible personality with strong interpersonal, relationship management and networking skills. Excellent analytical capabilities are essential with sound knowledge of investment systems, SAP, CAMRA, Bloomberg and Crystal Reports would be advantageous. You possess a pronounced focus on customer and quality with accurate, persistent and efficient working methods. If you prefer a modern place of work in an international, multicultural environment, then we look forward to your application.

ZIS is seeking a TEMPORARY SETTLEMENTS/OPERATIONS ADMINISTRATOR with 1-2 years working experience with a Settlements Group within a Financial Institution

KEYTASKS

In this role you will be responsible for settling and confirming trades with brokers for various securities. Your professional communications skills and previous experience will assist you in the effective liaison with custodian banks. You have excellent analytical capabilities and are familiar with processing trade activity through internal systems, with a sound working knowledge of processing security corporate actions and maintaining supporting data.

SKILLS

Your previous experience has given you a sound knowledge of all Settlements procedures (domestic, global physical & foreign), and of all securities with an emphasis on short term, government, corporate and mortgage backed securities, including maintaining static instrument data and pricing. A working knowledge of investment software programs, particularly CAMRA TM will be an asset and you will have excellent knowledge of Windows based applications such as MS Office Suite. Good communication skills are essential in this role and a pleasant telephone manner is required.

The successful candidate must be a team player who is able to function calmly, accurately and efficiently under pressured circumstances and have the ability to meet strict deadlines. Flexibility with hours will be required as the department works on a shift rotation basis. The successful candidate will be expected to work some Bermuda public holidays. Good communication skills are essential.

This temporary position is for the period **March 2011 – September 2013**.

Working of Bermuda Statutory Holidays and overtime are periodically required in order to meet client deadlines.

Interested individuals should apply in writing by forwarding a cover letter along with a full resume by **March 11th, 2011** to:

**Zurich Investment Services Limited
Human Resources Department
Wellesley House South, 3rd Floor, 90 Pitts Bay Road
Pembroke HM 08
P.O. Box HM 2566, Hamilton HM KX
Bermuda
Or Email zis.hr@bm.zurich.com**

**NO AGENTS PLEASE
NO TELEPHONE ENQUIRES**