



CHARTIS BERMUDA LIMITED

Invites applications for a

Senior Quality Assurance Analyst

Chartis Bermuda Limited is a Bermuda-based insurance management and management services company, that provides services and resources to Chartis' Bermuda operations and its affiliates around the world.

We are accepting applications for a Senior Quality Assurance Analyst to work with the Chief Information Officer. The successful candidate will participate in the execution of the SOX annual test program, oversee the BCP, partake in Operational Risk Management and conduct reviews of system requirements. The individual will also have the primary responsibility of writing test plans, test conditions, test cases, executing those test cases, and recording defects in tracking software in support of the technical and compliance initiatives.

Duties and Responsibilities:

- Assist in the development and lead the execution of the annual SOX – SAS 70 management test program
- Development and execution of formal test plans to ensure the delivery of quality software applications
- Involvement in test-planning, writing test cases/scripts, test case automation, as well as test execution
- Define and track quality assurance metrics such as defects, defect counts, test results and test status
- Participate in technical reviews of systems and system documentation as well as actively support the process improvement program
- Ensure compliance with standards and documentation requirements
- Maintain and update the annual BCP and BIA for all business units
- Assist in the Operational Risk Management process
- Ensure proper business and audit practices are adhered to
- Provide project status updates to IT management
- Perform related duties as assigned or requested

Qualifications and Experience:

- Bachelors degree in Business or IT preferred
- Minimum of 3 years experience with quality assurance testing methods and techniques
- Certified Information Systems Auditor (CISA) qualification preferred
- Familiarity with quality assurance testing methods and techniques
- In-depth knowledge of IT process control methodologies in support of SOX compliance
- Ability to develop and execute test plans successfully
- Understanding of business requirements, program specifications, and release notes in order to develop test plans
- Knowledge of applicable programming languages, testing tools, and a strong knowledge of systems life cycle development preferred
- Demonstrable experience with effectively managing executive level client relationships
- Excellent time management and organizational skills
- Must be self-motivated with the ability to work effectively in a team environment
- Project and goal oriented with the ability to prioritize and manage tasks
- Excellent problem-solving skills, strong verbal and written communication skills, and strong analytical thinking ability
- Results focused, with ability to work independently

We offer an attractive salary and benefits package commensurate with the position. The position also offers excellent prospects for development and training within our Group. We offer free parking and a state of the art fitness centre.

A detailed résumé should be sent in confidence to the:

**Human Resources Generalist
Chartis Bermuda Limited
P.O. Box HM 152, Hamilton HMAX
or email: hrbermuda@chartisinsurance.com**

NO AGENCIES PLEASE

Preference will be given to Bermudians and Spouses of Bermudians

Applications must be received by June 15, 2011

Chartis Bermuda Limited is an Equal Opportunity Employer