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Academy is one
of them.*

Financial Controller

Our client, CedarBridge Academy, is seeking to hire a Financial Controller who will report directly to the Principal and Chief Operating Officer and is responsible for directing the administrative and operational activities associated with the collection and disbursement of funds, recording all financial transactions and carrying out office accounting duties for CedarBridge Academy.

Key Responsibilities:

- Direct the daily operations of the Office of the Controller and perform/manage the following activities including all aspects of Accounting (GL, A/P, A/R, etc.), Budgeting, Financial Reporting, Cash Management, Payroll, Student Accounts Receivable, and Collections
- Develop, implement, test and monitor strong internal accounting controls and sound financial procedures and processes
- Work with the Chief Operating Officer and the Board of Governors to support and provide direction in the implementation of procedures or programs to increase the efficiency and/or operational effectiveness
- Provide reports on CedarBridge's financial condition; monthly statement of net assets; statement of revenues, expense and changes in net assets; statement of cash flows; and prepare for monthly operating budget versus actual reports
- Provide weekly management reports to the Board of Governors, including payroll summaries, accounts payable and receivable, etc.
- Serve as the primary point of contact with external financial auditors
- Administer the fiscal components of the Government grant

Minimum Qualifications, Skills & Experience:

- Bachelor's degree in accounting or closely related field and an accounting qualification (e.g. CA, CPA, CMA, CGA, ACA)
- Minimum of 2 years' relevant post-qualification experience, ideally gained in an audit environment
- Current skills, knowledge, experience in general accounting and in analyzing, developing and implementing effective financial policies, procedures and processes
- Understanding of internal controls and experience developing sound controls for the organization
- Strong communication and interpersonal skills and proven success in building effective internal and external work relationships. Clarity in written and verbal communications is imperative
- Current knowledge of and experience with applicable regulations, accounting standards and principles, budgeting, and preparation of financial statements.

A competitive salary, incentive scheme and benefits will be offered to the successful candidate.

To apply, please send your resume to bdajobs@expertise.bm or apply online at www.BermudaJOBS.com

All enquiries will be dealt with in strict confidence.

Closing Date: June 16, 2011

At CedarBridge Academy, where excellence is valued, we cultivate Bermuda's achievers

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