



Bermuda Monetary Authority is committed to attracting and developing the very best people who are dedicated to providing exceptional service.

Financial Controller

Financial Operations

Corporate Finance Department

The Financial Controller reports to the Assistant Director, Finance and is primarily responsible for the financial management budget processes of the Authority and for ensuring that there are adequate controls in place to minimize the Authority's exposure to risks in relation to these activities.

The duties and responsibilities will include but are not limited to:

- Advising the Authority on all aspects of the financial management responsibilities of the Authority;
- Administering the financial policies and procedures established by the Authority;
- Ensuring adequate internal controls are in place to safeguard the Authority's assets and liabilities;
- Preparing and supervising the preparation of the annual budget and periodic forecasts of the Authority;
- Working with the Assistant Director, Finance and the COO, to ensure that all risk controls, whether financial, management or procedural are reviewed, updated where necessary, and properly implemented;
- Overseeing the orderly maintenance of the Authority's records of incomes, expenses and assets & liabilities;
- Ensuring daily and timely banking of all cash/cheques received by the Authority and approves, and where necessary, prepares journals for entry into the accounting system;
- Approving money transfers between bank accounts and the relevant journal entries;
- Reviewing the daily transactions from the Federal Reserve and notifies the appropriate persons of any errors or omissions;
- Reviewing monthly reconciliations of Authority's bank accounts;
- Preparing supporting schedules for the Auditor General in relation to the Authority's annual audit;
- Ensuring that appropriate information and documentation are made available to the Auditor during the annual audit;
- Supervising, developing and directing the staff of the Corporate Finance Department;
- Providing training and support for the Corporate Finance team to ensure that they follow best practice, become conversant with each others responsibilities;
- Preparing formal performance appraisal reports, in conjunction with the relevant Assistant Director as prescribed by the performance management process.

This position requires a skilled and mature individual who possesses:

- An Accounting designation (CA, CPA or equivalent) from a recognized institution or professional body;
- A minimum of seven (7) years post qualification experience in the financial services industry and/or with a financial regulatory body, of which at least four (4) should be at a senior level such as a Financial Controller, or a senior audit position within a public accounting practice;
- Superior analytical skills with the ability to work independently and perform well under tight deadlines, would be a distinct advantage;
- Advanced knowledge of Microsoft suite of products;
- Knowledge of Great Plains is preferred;
- Good oral and written communication skills in addition to organizational skills;
- The ability to work as part of a small team dealing with sensitive information.

If you are looking for a challenging opportunity in a team environment, we invite you to submit your application via our email address at careers@bma.bm, including a detailed resume and a completed Bermuda Monetary Authority Application Form, available at www.bma.bm. Applications for this position must clearly bear the reference **120-009RA/11**, and be received no later than **August 8, 2011**.

Bermuda Monetary Authority is an Equal Opportunity Employer.