

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

## **Assistant Financial Controller - AR**

### Corporate Finance Department

The Assistant Financial Controller - AR reports to the Financial Controller and is primarily responsible for directing and controlling the Accounts Receivable function of the Department ensuring the timely and accurate nature of the process. The Post holder is also responsible for developing financial reports to providing effective controls for the BMA in relation to monthly statements and the budgetary Control process.

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

- Managing the Accounts Receivable function and includes accounting for the Investment Fixed Income (Bond) Portfolio of the Authority;
- Supervising incoming wire transfers, transactions and associated reconciliations;
- Computing all AR relevant data and assisting in preparing the monthly financial reports and budget statements for the Authority's Board and departments;
- Acting as a key contact for the internal and external auditors for AR activities and related activities;
- Preparing financial data for the Annual BMA report;
- Performing other related work and special projects as assigned by management in accordance with competencies normally associated with the post;
- Monitoring performance of individual team members and providing routine mentoring and feedback;
- Preparing formal performance appraisal reports; in conjunction with the relevant Assistant Director/Financial Controller 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 five (5) years post qualification experience in the financial services industry and/or working experience with a financial regulatory body of which at least (3) years should be at a supervisory level.
- 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;
- Capable of working as part of a small team responsible for handling 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](mailto:careers@bma.bm), including a detailed resume and a completed Bermuda Monetary Authority Application Form, available at [www.bma.bm](http://www.bma.bm). Applications for this position must clearly bear the reference **120-001/11**, and be received no later than **August 8, 2011**.

Bermuda Monetary Authority is an Equal Opportunity Employer.