



On behalf of our client:

The Living Centre Group of Companies

we are seeking a

Company Controller

The Living Centre group comprising of Furniture Basics, The Sleep Centre, Casual Living, and Electronic City, requires a Company Controller.

Assuming the role of the Company Controller, this is a very interesting and varied job which will suit a bright and capable person who gets great satisfaction in being highly productive and efficient.

The successful applicant should possess the following qualities/experience:

- A solid accounting background and a professional qualification are essential.
- Excellent verbal and written communication skills.
- Excellent typing skills.
- Solid experience with Microsoft Word, Excel.
- Experience in Profitsystems Furniture accounting software would be advantageous.
- Excellent inter-personals skills and ability to manage assigned staff.
- Ability to implement and enforce Company procedures and policies.
- A willingness to perform a wide variety of tasks, as assigned.
- Ability to multi-task and complete assignments in the required time-frame.
- Available to work evenings, weekends and public holidays, on short notice, when necessary.

The duties of the successful applicant will include, but not be limited to, the following:

- Preparation of monthly, quarterly and annual financial statements.
- Assist with preparation of annual budgets.
- Perform management audits of the company's various systems and procedures.
- Supervise the accounts receivable function, including overseeing collection of overdue accounts and Payroll functions.
- Supervise payment of foreign and local payables.
- Supervise office staff to ensure compliance with the Company's procedures and standards.
- Perform one-off assignments as directed.
- Complete confidentiality and discretion are required Benefits.
- Excellent salary and benefits to the right individual.
- A really caring and friendly work environment.

Interested candidates should apply in writing, with full resume and two (2) employment letters of reference, marked *Private & Confidential to:* **Heidi Capuano, S.O.S. Limited, P.O. Box HM 1721, Hamilton, HM GX, Bermuda, Tel. 441 295-1585, Fax: 441 295-1495, Email: heidi@capcarsos.com**
Closing Date: 6 September, 2011