

# ASSISTANT CONTROLLER



Reporting to the Controller, the **Assistant Controller** is a key member of the Finance team supporting the OIL Group of Companies.

## KEY RESPONSIBILITIES INCLUDE:

- Reviewing, checking, and providing quality control for accounting work papers for all insurance companies and investment subsidiaries, including involvement with preparation and review of quarterly and annual financial statements and budgets for all companies
- Providing the key interface with external and internal audit functions, and preparing the financial materials and reports necessary for Audit Committee meetings
- Researching changes or proposed changes in US GAAP accounting policies and treatments impacting the companies
- Developing and maintaining policies and procedures to ensure appropriate financial and internal controls are in place to meet the financial accounting and reporting requirements of the Companies
- Ensuring appropriate quality control processes exist and are followed for preparation and submission of financial reports
- Participating in an accounting role in the preparation of materials related to US taxation for US Shareholders, and UK tax returns
- Leading the in-house professional team for testing, implementing, and maintaining Sarbanes-Oxley compliance
- Supervising accounting staff, including other professional accountants
- Ensuring compliance with corporate governance and regulatory requirements
- Participating as a member of the finance team preparing financial and statistical modeling related to capital adequacy and loss analysis

## QUALIFICATIONS & EXPERIENCE:

- Hold a CA or CPA designation, with at least seven years post-qualification experience, including at least five years specializing in the insurance and reinsurance sector in a non-audit capacity
- Substantive experience with and demonstrable working knowledge of US GAAP along with US and UK tax regulations and reported income tax filings as they relate to the insurance industry is essential
- Experience in reporting at Board and Audit Committee level
- Knowledge of Bermuda Monetary Authority (BMA) regulations as pertaining to the insurance industry
- Knowledge of Great Plains would be beneficial
- Excellent verbal and written communication skills
- Ability to work to consistently high standards, with minimal supervision

Oil Management Services Ltd. is an equal opportunity employer and is committed to training and developing its employees. If your experience, talents and ambitions match our requirements, we want to hear from you.

Bermudians or spouses of Bermudians only need apply

**Please apply in writing, including a detailed cover letter. All applications will be held in the strictest confidence and should be sent to:**

VP – HR & Administration  
OIL Management Services Ltd.  
P.O. Box HM 1751  
e-mail: [hr@omsl.bm](mailto:hr@omsl.bm)

**Closing date:**

**Wednesday, September 7, 2011**



Oil Management Services Limited (OMSL) provides comprehensive management services to Oil Insurance Limited (OIL) and Oil Casualty Insurance Ltd. (OCIL). These companies are dedicated to providing catastrophe property and excess general liability insurance to the energy industry. Our companies insure in excess of a trillion dollars of assets for our shareholders headquartered around the globe.

At OMSL the management style is one of shareholder input, open communications, innovation and teamwork.

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