



## **AXIS SPECIALTY LIMITED**

### **AVP, Group Financial Reporting**

AXIS Specialty Limited ('ASL') is a wholly-owned subsidiary of AXIS Capital Holdings Limited, a NYSE-traded company and global provider of specialty lines insurance and treaty reinsurance based in Bermuda. We currently invite applications for the role of **AVP, Group Financial Reporting**, a new position within the Company.

#### **Job Summary:**

The successful candidate will be a significant contributor to all facets of AXIS Capital's external financial reporting process, including periodic SEC filings, quarterly earnings press releases, investor financial supplements and investor conference calls. Additional responsibilities include assisting with technical accounting research, maintenance and documentation of financial controls, policies and procedures related to the group financial reporting process, and ad hoc projects.

#### **Key Duties & Responsibilities:**

- Assisting with the preparation, review and filing of the Company's external financial reporting documents (including Forms 10-K and 10-Q, quarterly earnings press releases and investor financial supplement), managing the associated deadlines and ensuring compliance with US GAAP and SEC rules and regulations
- Drafting and ensuring the completeness/accuracy of the results of operations narratives included in the MD&A sections of Forms 10-K and 10-Q, as well as the drafting and review of numerous other 10-K/10-Q components
- Managing and optimizing the primary software tool used in the preparation of the Company's external reporting documents, including reviewing internally prepared XBRL documents for accuracy, consistency and completeness
- Working closely with Investor Relations to provide value-added analytical support during the quarterly earnings review process and preparation for investor conference calls
- Assisting with the preparation and review of other documents, including Audit Committee and rating agency presentations
- Monitoring and assessing changes in SEC rules and regulations, including trends in comment letters, and making associated recommendations for changes in Company policies, procedures and/or disclosures
- Conducting US GAAP and IFRS research as required, and assisting with the implementation, documentation and drafting of disclosures related to the proposal and/or adoption of new accounting standards
- Reviewing external reporting documents of industry peer companies and proposing related improvements to the Company's disclosures
- Completing ad hoc analyses and projects, as required

#### **Required Skills, Qualifications & Experience:**

- An internationally recognized accounting designation (e.g. CA or CPA), with a minimum of 5 years' progressively responsible post-qualification experience in the (re)insurance industry
- In-depth current knowledge of US GAAP and SEC reporting is required, demonstrated by either extensive public practice experience with multiple SEC clients or responsibility for the production of SEC filings for a public company
- Excellent interpersonal and communication skills, both written and verbal; demonstrated proficiency with formal written business communication is a pre-requisite, e.g., significant experience with MD&A and/or technical accounting memo drafting
- Proven project management skills, including the ability to coordinate the completion of a project from inception to completion, incorporating feedback from multiple sources
- Ability to organize and prioritize multiple and changing work assignments, work with minimal supervision and work well under pressure
- Willingness to work significant overtime (including holidays and weekends) during peak periods to ensure deadlines are met
- Sound critical thinking and analytical skills
- Proven ability to successfully meet strict deadlines and to instill a sense of urgency in others, as necessary, to do the same
- Must be a self-starter with a high degree of initiative, and detail-oriented with a high degree of accuracy
- Exposure to IBM Cognos FSR and XBRL is preferred

AXIS offers a competitive compensation and benefits package, and interested individuals should apply in writing, including a CV, to:

**Human Resource Manager**

**AXIS Specialty Limited**

**P.O. Box HM 1254**

**Hamilton HM FX**

**Or e-mail to: [BermudaRecruiting@axis.bm](mailto:BermudaRecruiting@axis.bm)**

Closing Date: September 15, 2011

No Agencies please