



Accounts Administrator

Our client, a leader in the insurance / investment field is seeking a highly motivated, proactive professional to join their finance department.

Duties and Responsibilities:

- Ensure timely and accurate reconciliation of multiple bank accounts.
- Prepare daily wire transfers
- Liaise with both internal and external parties regarding various financial/accounting activities
- Perform ad-hoc financial analysis as required
- Administer and maintain various aspects of the group's cash and treasury functions
- Assist with other projects as needed.

Qualifications, Educational and/or Experience:

- At least three years in a similar role with excellent references
- A strong understanding of accounting processes and banking procedures
- Proficiency in MS Excel and other Microsoft applications
- Possess excellent analytical, organizational, communication and interpersonal skills,
- Demonstrate a high degree of energy, initiative, flexibility, and enthusiasm towards all areas under their responsibility.
- The ability to work under pressure while maintaining quality standards and meeting corporate deadlines.
- The ability to develop and maintain relationships with team members, external business partners, and management
- A diploma or degree in a business or accounting related field

Candidates may be invited to take a practical skills test.

Interested persons should apply in writing no later than September 30th 2011 to:

Performance Solutions, Ltd.
Suite 283, 12 Church Street
Hamilton HM 11

Email: hr@psolutions.bm Fax: 441-232-9491