



Assistant Vice President, Pension Administration

BF&M Life Insurance Company is seeking an **AVP, Pension Administration**. This is a management position that reports to the Vice President of Pension Administration, BF&M Life Insurance Company Limited.

The AVP of Pensions will be responsible for the management of the Group's Segregated Fund Administration including the accounting and reporting processes and oversight of the Pension Administration Team.

The primary responsibilities are as follows:

- Preparing annual audited financial statements and annual filings with the Pension Commission
- Liaising with auditors, regulators, clients and investment advisors
- Cash flow management
- Preparing quarterly reporting packages for senior management
- Overseeing the day-to-day activities of the Pension Administration Team
- Monitoring the internal controls and procedures of the department
- Working closely with the VP of Pension Administration on strategic planning

The successful candidate will have the following qualifications and experience:

- Professional accounting designation or evidence of progress towards obtaining such a designation; a financial services designation such as the FFSI would also be an asset
- University degree with a minimum of 5-years post graduate work experience
- Previous experience with investment accounting and pension administration
- Minimum of 5-years management experience, including staff development and performance management
- Excellent verbal and written communication skills, with the ability to handle confidential issues
- Strong work ethic with the ability to meet deadlines
- Excellent analytical skills and attention to detail
- Strong customer relations skills
- Must be a team player

BF&M is an equal opportunity employer that offers a competitive compensation package as well as comprehensive benefits. All applications will be held in the strictest confidence and should be sent in writing to:

*Vice President, Human Resources
BF&M Insurance Group
P.O. Box HM 1007, Hamilton HM DX
or fax: 441-295-9242 • e-mail: bfmjobs@bfm.bm
Deadline for application is November 3, 2011*

