

The Regulatory Authority of Bermuda invites applications for the role of **ACCOUNTANT**. The successful applicant will be responsible for the financial record keeping of the day to day activities of the Regulatory Authority (the “Authority”). Reporting to the Chief Financial Officer, the incumbent will have oversight and hands on experience to assist with the efficient and timely management of the Authority’s finances, and maintain records of financial transactions by establishing accounts and posting transactions.

Key Duties and Responsibilities:

This individual will be responsible for the following:

- Data entry and maintaining the general ledger accounts by verifying, allocating, and posting all transactions;
- Maintain historical records by filing documents and perform bank reconciliations;
- Monthly preparation of payroll including payroll related functions;
- Management of accounts receivables and payables;
- Reconciliation and administration of regulatory licenses;
- Work closely in a small team environment with managers and staff on projects; and
- Carry out any other duties the Chief Financial Officer or his designate may assign from time to time.

Minimum Qualifications, Skills and Experience

- Bachelor’s degree from an accredited University is a must (e.g. Business Administration, Finance or Accounting);
- Internationally recognized professional accounting designation, e.g. CA, CPA, ACCA, with 3 + years’ post qualification experience in the financial services industry is a must;
- Strong working knowledge and experience with Microsoft Office and QuickBooks and ability to develop ad hoc reports and run data queries.
- Demonstrated ability to solve problems and offer solution-based recommendations;
- Superior communication, prioritization, and organization skills; and
- Experience with meeting regular financial reporting deadlines, with an ability to meet deadlines and to work weekends / public holidays when necessary.

Apply in writing by forwarding a cover letter along with resume marked

PRIVATE & CONFIDENTIAL and send to

Regulatory Authority

Attention: Kim Martins

Craig Appin House, 8 Wesley Street

Hamilton, HM 11, Bermuda or mail to:

kmartins@rab.bm

Telephone 405-6000

Deadline for receipt of application: February 9, 2017