



**Job Title:** Account Executive  
**Company:** Artex Risk Solutions (Bermuda) Limited  
**Location:** Bermuda  
**Closing date:** 26<sup>th</sup> August 2019

Artex is the world's fastest-growing and most diverse insurance manager. With more than 400 staff in 15 worldwide locations, our employees work together to conceive, design and manage alternative risk transfer solutions that help our clients manage today's challenges and tomorrow's opportunities.

Artex Risk Solutions (Bermuda) Ltd. is seeking an experienced and dynamic individual for the position of Account Executive. Reporting directly to Management, the successful applicant will have a strong sense of accountability and will be responsible for all aspects of day to day management of a portfolio of commercial (re)insurance clients.

#### **Responsibilities**

- Provide accounting and administrative services to a portfolio of commercial (re)insurance clients
- Prepare all BMA filings, including BSCR and related filings
- Prepare client management accounts and IFRS/GAAP financial statements
- Monitor client's regulatory compliance and co-ordinate the year-end audit process
- Liaise with client personnel and service providers
- Prepare meeting materials and attend client meetings
- Other ad-hoc projects as required

#### **Qualifications**

- ACA, CA, CPA or ACCA professional accounting qualification
- Minimum of two years post-qualifying experience is preferred
- Detailed technical knowledge of IFRS and U.S. GAAP including an excellent understanding of insurance and investment accounting standards
- Knowledge of the Bermuda insurance market and regulatory environment preferred
- Demonstrable working knowledge of risk based reporting regimes
- Advanced computer literacy skills, including Excel, Word and PowerPoint
- Experience and current working knowledge of reporting from general ledger systems
- Demonstrable ability to multi-task and adapt to changing priorities
- Motivated individual who is deadline driven and committed to delivering an excellent level of client service
- Excellent verbal, written, organizational skills with the ability to engage effectively at all levels

Interested applicants are invited to apply in writing by sending **your resume, covering letter (must indicate Bermudian, Spouse of Bermudian, PRC or Non-Bermudian) and two professional references** to the following:

[resumes.bda@artextrisk.bm](mailto:resumes.bda@artextrisk.bm) – subject should state “Account Executive – August 2019”

*Artex is a wholly-owned subsidiary of Arthur J. Gallagher, one of the world's largest insurance brokerage and risk management companies. Gallagher employs more than 25,000 people worldwide across 35 different countries, with a global network that can offer client service capabilities in more than 150 countries.*