

## Accounts Payable Assistant

Bermuda

Perm, Full Time

Start Date: ASAP

### Purpose

The primary purpose of the role is to provide accounting assistance and support in relation to the accounts payable area with general assistance in other areas.

### Specific Responsibilities

- Attend team meetings as required
- Receive, validate and co-ordinate supplier invoices including supplier statement reconciliations
- Input valid invoices timely and accurately into the AP system
- Assist with monitoring and tracking the approval of invoices
- Assist with preparation and co-ordination of payment of all approved invoices
- Prepare cash books and bank reconciliations and monitor bank activities
- Assist with the preparation and co-ordination of payment of all claims and transfers
- Assist with reconciling cash receipts in the underwriting system
- Assist with the preparation of prepayments and accruals for month end reporting
- Assist with the maintenance of the fixed assets register
- Assist with the preparation of management accounts as required
- Assist with ad hoc projects and research work as required

### Essential Skills & Knowledge

- Must possess a Bermuda Secondary School Certificate or High School Diploma
- No formal accounting qualification required, but relevant experience is preferable
- Progress towards an accounting designation will be encouraged
- Previous experience with Great Plains would be an asset
- Must be detail oriented and have excellent organizational skills with the ability to work on one's own initiative
- Ability to liaise with individuals on all levels
- Excellent written and oral communication skills and ability to present to and manage stakeholders
- Commitment to working flexibly where required to achieve both LICL and Group objectives and deadlines

### Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.

### How to Apply

Please e-mail your CV and a covering letter including your salary expectations, notice period and availability to interview to [HR-Bermuda@lancashiregroup.com](mailto:HR-Bermuda@lancashiregroup.com)