

## ASSISTANT FINANCIAL CONTROLLER

Location MAURITIUS

**Reporting to:** Regional Financial Controller

**The Role:** Responsible for assisting with the overall financial management of the Cayman, Bermuda and BVI offices and the global group.

**Principal Duties and Responsibilities:**

- Assist with the preparation & review of annual budgets, monthly financial statements, forecast income statements, operating, capital and cash flow budgets and other management and financial information and reports. This includes covering for the Regional Financial Controller when absent and providing analysis and comments as appropriate
- Assist with the preparation & review of month-end accounts ensuring the completeness and accuracy of accounting entries (including accruals, prepaids and estimates being updated monthly) for both Cayman, Bermuda and the BVI offices.
- Prepare monthly, quarterly and annual statistical and financial information packages. The information packages require a detailed variance analysis on actual financial results in comparison to budget and prior year. Such analysis to consider both revenue and expense items and also an evaluation of fee earner versus budgeted performance
- Manage the administrative operations of the Finance Department. Review, update and assist with streamlining department and operational processes as needed to ensure the utmost efficiency in the department
- Maintain and develop financial policies and procedures and internal controls for the group finance function and AdEx database and act as a liaison between the Finance Department and the users to ensure that these policies and procedures and internal controls are correctly implemented and maintained
- Gain a thorough understanding of the month-end Finance Department processing schedule. Understand specifics of the time

and billing month end parameters and general ledger period close procedures to be able to provide coverage.

- Assist in the maintenance and development of the accounting systems in the Firm, including financial policies and procedures.
  - Ensure the AdEx database (e.g. multi-currency functionality and reporting) is up to date.
  - Assist the Regional Financial Controller with management of cash, including cash flow projections and preparing monthly reports.
  - Liaise with financial institutions regarding incoming funds and bank account discrepancies, approve electronic bank payments and general administration of banking facilities.
  - Liaise with clients regarding account related enquiries.
  - Execute the processing of monthly payroll entries along with reconciliation and review of payroll related items
  - Management of vendor reconciliations
  - Assist attorneys and secretaries with client ledger enquiries
  - Assist with the annual audit process to meet deadlines
  - Review and sign client audit requests
  - Control the release of cheques, ensuring they are signed in accordance with the Firm's mandate
  - Supervise junior staff, providing guidance on accounting practices and procedures
  - Review & Manage WIP, Billings, Disbursements, Payables, Collections and A/R, ensuring adequate provision for WIP, AR, and unbilled disbursements.
  - Ensure compliance with financial regulatory requirements and if applicable tax requirements
  - Assist in the recruiting and training of Finance Department staff. Oversee internal training for the Firm by ensuring staff are properly trained as subject matter experts and provide training as needed
  - Ensure proper accounting records are kept in a timely manner
  - Oversee documentation retention of the Finance Department
  - Liaise with the Director of Compliance regarding fund movements of \$15,000 or more
  - Provide coverage as needed during staff absences
  - Assist with projects at the request of the Regional Financial Controller
  - Perform other related duties as required
- Education or Certifications Required:**
- Recognised accounting qualification (ACCA/CPA or equivalent) is preferred

**Knowledge, Skills and  
Experience Required:**

- A minimum of 5 years' experience within a law firm or financial services environment
- Working knowledge of IFRS
- Proven ability to work on own initiative
- Demonstrated knowledge in the preparation of financial statements and the supervision of junior staff
- Excellent communication, interpersonal and organisational skills
- Proficiency in the use of the Microsoft Office suite of applications, specifically Outlook and Excel
- Experience with automated accounting systems
- Knowledge of AdEx and FileSite would be an advantage
- Willing to work Bermudian hours