



## Job Description

**Job Title:** Account Executive

**Company:** Artex Risk Solutions (Bermuda) Ltd.

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.

### Overall purpose of the role:

The Account Executive position reports directly to the Management Team and is responsible for all aspects of the management of client insurance programs.

### Key Responsibilities:

- Provide accounting and administrative services to a portfolio of (re)insurance companies, segregated accounts and ILS vehicles
- Prepare client management accounts, IFRS/GAAP financial statements, Bermuda regulatory returns and related reporting in accordance with prescribed deadlines
- Monitor clients' regulatory compliance and coordinate the year-end audit process
- Liaise with client personnel and service providers
- Prepare meeting materials and attend client meetings

### Required skills/qualifications/experience:

- University degree
- ACA, CA, CPA or ACCA professional accounting qualification
- Two years post-qualifying experience is preferred
- Detailed knowledge of IFRS and GAAP, with prior experience of insurance and investment accounting standards an advantage
- Excellent English verbal and written communication skills
- A strong work ethic with the proven ability to demonstrate initiative and meet deadlines
- Excellent interpersonal skills and the ability to work effectively within a team environment
- Knowledge of the Bermuda insurance market and regulatory environment preferred
- Knowledge of ILS structures would be advantageous
- Strong Microsoft Office skills

Interested applicants are invited to apply in writing by sending a cover letter (**MUST INDICATE Bermudian, Spouse of Bermudian, PRC or Non-Bermudian**), resume and two professional references to the following:

[resumes.bda@artexrisk.bm](mailto:resumes.bda@artexrisk.bm) – subject should state "Account Executive Jan 2018"

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 34 different countries, with a global network that can offer client service capabilities in more than 150 countries.