



The Cayman Islands National Insurance Company invites applications from suitably qualified Caymanians for the post of:

FINANCIAL ACCOUNTANT

SALARY: CI\$62,508 – 84,036 PER ANNUM

Reporting to the Chief Financial Officer and Deputy Chief Financial Officer, the post holder will be responsible for the day-to-day operations of the financial and accounting functions of the organization, ensuring that all financial reporting obligations are met.

Principal Accountabilities:

- Take the lead in setting up the accounting processes and policies for CINICO's expansion into the Property and Casualty (P&C) business line and be the main accounting resource in this line of business.
- Prepare monthly financial statements on a timely basis, including, but not limited to, all supporting worksheets/schedules - aged listing, journal entries, claims reconciliations, notes, prepaid and accruals, and fixed assets.
- Ensure accuracy, completeness, and timeliness of data from CINICO's source systems (Hitech Health, Underwriter), into the General Ledger, and troubleshoot and correct any potential issues from these systems which may affect the accuracy of reporting.
- Ensure that electronic claim submissions from CIHSA and HCCI are current and properly loaded in the source system (Hitech Health) and troubleshoot any potential problems.
- Monitor accounts receivable functions including:
 - Ensuring that all monthly premiums are recorded in the GL.
 - Preparing monthly premium invoices for various entities.
 - Overall responsibility for reviewing aged listing, taking steps to ensure collection or correction of misstated balances on a timely basis.
 - Maintain a positive and productive relationship with various Government entities who are responsible for premium payment.
- Prepare monthly reconciliations and resolve any discrepancies on a timely basis, including banks, sales, claims, CIHSA, etc.
- Prepare quarterly and annual CIMA returns.
- Assist the DCFO and CFO with actual versus budget variances, and with budget and forecasting preparation.
- Assist in the completion of audits - internal and/or external audit with auditors, including the completion of additional financial schedules.
- Preparation of ad-hoc journal adjusting entries as required, and ensure that all other accounting transactions are recorded in a timely manner.
- Provide technical support and supervision to junior staff where required.
- Assist DCFO and CFO with the overall directing, planning and controlling of work of the Finance Department.
- Assist in the review and recommendation of administrative procedures, and development of internal controls as required.
- Perform any other assignment required by the DCFO or CFO.

Knowledge, Experience and Skills:

- The post-holder shall possess a Bachelor's or Master's Degree, preferably in Accounting/Finance or Business administration.
- The post-holder shall possess a professional accounting qualification, with a minimum of 5 years' experience in a similar role.
- The post-holder must have at least 5 years' experience in property and casualty insurance; experience with "underwriter" software would be preferred.

In addition, the following is required:

- Proven ability to analyze and interpret financial data and prepare financial reports, statements and/ or projections;
- Knowledge of International Financial Reporting Standards;
- Excellent oral and written communication skills;
- Computer literate, with proficiency in Microsoft Excel & Word, and accounting software. Experience with Microsoft Access would be a definite asset;
- Ability to work under pressure, meet tight deadlines and maintain strict confidentiality;
- Detail oriented with keen attention to detail and high level of accuracy;
- Good interpersonal skills and must be able to work well within a team structure;
- Highly organized, motivated, reliable and capable of working under own initiative;
- Experience within the insurance industry would be a definite asset.

Salary will be commensurate with experience. Pension and healthcare benefits will be provided as required by law.

Only applicants who are short-listed for interview will be contacted.

Cover Letter & CV should be sent to:

**The Human Resources Manager – CINICO
P.O. Box 10112
Grand Cayman KY1-1001**

E-mail: humanresources@cinico.ky

APPLICATION DEADLINE: February 1, 2024