



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

FINANCIAL ACCOUNTANT

SALARY: CI\$61,272 – 82,380 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:

- 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.
- 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.

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: December 10th 2021