

The Bermuda Economic Development Corporation (BEDC) is a dynamic organisation that is responsible for providing advice and support to Bermuda's local small and medium businesses. BEDC is Bermuda's source of free, confidential business advice with a singular focus to actively assist the development of a strong, well-managed, and prosperous local business sector in Bermuda. BEDC's key objective is to assist the Government of Bermuda in fostering economic growth for local entrepreneurs. In order to serve the business and entrepreneur community better, this challenging but rewarding organisation is seeking an individual to fill the following post:

**DIRECTOR OF FINANCE, DATA, AND  
ADMINISTRATION (FDA)  
PS 37-39 (\$123,045.76 to \$132,355.12)**

The FDA Director is responsible for providing accurate and timely financial statements in accordance with the accounting standards generally accepted in Bermuda and Canada. The postholder must develop sound accounting procedures and controls to ensure reliability of the financial processes.

- The postholder works under the supervision of the Executive Director and in accordance with the BEDC's Financial Instructions and policies and procedures.
- The postholder is responsible for providing a range of financial, security, compliance, and information technology services within the Corporation to enable the Officers to discharge their duties and responsibilities in an efficient, economic and effective manner.
- The postholder manages the debt recovery process and performs internal operations duties, including the provision of workshops and seminars and undertakes associated duties, as delegated by the Executive Director.
- The postholder must manage and coordinate BEDC's external audit process.
- The postholder is responsible for managing BEDC's accounts and investment portfolio.
- The postholder provides updates to the Executive Director and BEDC's Board of Directors on BEDC's financial portfolio.
- The postholder must be capable of working effectively and efficiently with clients of different backgrounds and needs.
- The postholder must be capable of working with a team of professional and technical officers and be able to handle confidential documents and information with a great deal of sensitivity.
- The postholder should possess good oral and written communications and inter-personal skills.

**Qualifications & Experience:**

The postholder is required to:

- Hold CA/CPA certification or a professional equivalent in Accounting or related discipline.
- Have a minimum of five (5) years relevant experience.
- Be knowledgeable of governmental accounting or similar processes.
- Be capable of operating in a computerized environment with knowledge of QuickBooks, Microsoft Office Suite and Database/CRM applications.

**Please submit a resume and cover letter by the deadline of 5 pm Thursday, November 12th, 2020. Please send emails to BEDC Administrative Officer, Ms. Valita Brown at [vbrown@bedc.bm](mailto:vbrown@bedc.bm).**

**Alternatively, applications can be dropped off to BEDC, Sofia House, #48 Church Street, 1st Floor, Hamilton HM 12. Covid-19 physical distancing and health and safety protocols are in place for all dropped off applications.**