

Position :	VICE PRESIDENT / DEPUTY VICE PRESIDENT Finance, Accounts & Investment Department
Age limit :	Not more than 48 years as on 30 November 2018
Academic / Professional Qualifications :	Bachelor's Degree and Qualified Chartered Accountant or Certified Public Accountant or equivalent
Experience & Aptitude :	<ul style="list-style-type: none">* Experience in re/insurance accounting and General accounts* Experience in investment portfolio management* Ability to handle a multicurrency portfolio independently.* Ability to work in a multinational and multicultural milieu and to adapt quickly to new situations.
Language :	Excellent command of spoken and written English.
Duties / Responsibilities :	<p>Head the Finance, Accounts, and Investment Department will be responsible for :</p> <ol style="list-style-type: none">1. Preparation of Financial Statements and Schedules for Quarterly and Annual Reports.2. Preparation and Control of Budget3. <ol style="list-style-type: none">a. Inward Treaty & Facultative Accounts processingb. Outward Treaty Accountsc. Credit Controld. Taxatione. General Accountsf. Internal Audit

- g. Information Technology
 - h. salary administration & Employee benefits and related matters
 - i. Preparation of proposals for Investment of funds based on investment guidelines
 - j. Portfolio management aiming liquidity and security required of a reinsurer
 - k. Coordinate Annual Audit with external Auditors
4. Other duties which may be assigned from time to time.

For otherwise suitable candidates, the age and qualification criteria may be relaxed.

Salary Scale and
Other benefits

<u>SALARY SCALE</u>	<u>A N N U A L</u>		
	<u>Initial</u>	<u>Increment</u>	<u>Limit</u>
Vice President Scale	US\$ 39,000	\$ 2,795	\$ 80,925
Deputy Vice President Scale	US\$ 30,000	\$ 2,354	\$ 65,310

Salary and Allowances of expatriates are free of Income Tax.

Allowance and Benefits:

Medicare : Staff Members are insured under a limited health insurance scheme.

Provident Fund : Staff Members contribute 5 pct. of basic salary. Corporation contributes 6 pct. of basic salary during the first 5 years and thereafter up to 10% depending on years of service.

