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## Human Resources Department

The Human Resources Department announces a staff vacancy for the position of Financial Controller in the Office of The Vice President, Finance and Business Enterprise.

The University prefers to fill the position internally if possible. HR will take into consideration work experience, academic qualifications and other factors when assessing candidates to be shortlisted. Should a suitable candidate not be identified internally, the position will be advertised externally.

The candidate should meet the minimum requirements as outlined in the job description below. Please read the entire position announcement to determine if the vacancy aligns with your interests and/or qualifications and experience.

Interested candidates should submit the specified documents electronically to: [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs) on or before 22<sup>nd</sup> March 2022. Kindly make the position title the subject of email.

## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>FINANCIAL CONTROLLER</b>
<b>TYPE OF VACANCY</b>	<b>CONTRACTUAL</b>
<b>DEPARTMENT/UNIT</b>	<b>OFFICE OF THE VICE PRESIDENT, FINANCE</b>
<b>REPORTS TO</b>	<b>VICE PRESIDENT FINACNE</b>
<b>SUMMARY</b> <p>The Financial Controller will be responsible for the overall financial management systems of the University of the Bahamas and the co-ordination of the University's business office. The Financial Controller is responsible for oversight of the University's financial reporting function and for ensuring that the Business Office adheres to best practices. The Financial Controller reports to the Vice-President of Finance &amp; Business Enterprises.</p>	
<b>DUTIES &amp; RESPONSIBILITIES:</b> - Specific duties include but are not limited to: <ul style="list-style-type: none"> <li>➤ Financial systems enhancement: identifies, documents and reports specific areas of improvement on overall financial systems and procedures of the University; oversees, monitors and reports status of implementation of recommendations for improving these systems and procedures; and coordinates with all persons and departments involved in implementing these recommendations;</li> <li>➤ Structures the University's financial policies, procedures and internal control to ensure compliance with International Financial Reporting Standards;</li> <li>➤ Oversight of the operating activities of the University's purchasing, accounts receivable and accounts payable departments, bookstore and financial reporting department;</li> <li>➤ Provides advice on all matters financial and operational to the Vice President of Finance and Business Enterprise and the President;</li> <li>➤ Liaises with various government agencies, University departments and clients; assists with the management of the University's capital projects and ensures proper recording of such assets; assists with the University's risk management function;</li> <li>➤ Ensures compliance with the law that requires submission of annual audited financial statements three (3) months after year-end by preparing draft financial statements and notes; negotiates and oversees audit process with external auditors for timely completion of the audit;</li> <li>➤ Supervises and coordinates the preparation of External Audit Work schedules to assist with the Finalization of the External Audit</li> <li>➤ Assist with the Coordination and reconciliation of all General Ledger Accounts</li> <li>➤ Manages the University's cash resources to ensure that adequate cash is available to meet funding demands; oversees maximization of usage of funds and ensures that excess funds are temporarily invested; identifies, documents and reports areas for improvement on cash management of the University;</li> <li>➤ Ensures the adequacy of the system of internal controls surrounding the cash collection and bank reconciliation functions</li> <li>➤ Assist with the Coordination and Preparation of the Annual Budget</li> <li>➤ In Conjunction with the President and Vice President of Finance and Business Enterprise, coordinates the review and endorsement of all budget proposals</li> <li>➤ Monitor and analyze actual expenditures verses budget allocations, report and interpret results to all levels of management</li> <li>➤ Coordinate the preparation and distribution of all reports and returns to the respective government agencies</li> <li>➤ Supervises and mentors direct reports; conducts performance management reviews; assures training in systems and procedures; provides equipment and resources for the conduct of financial operations.</li> </ul>	

## POSITION ANNOUNCEMENT

### QUALIFICATIONS

- Bachelor's degree in Accounting;
- Certified Public Accountant, ACCA, CA; CPA;
- At least 5 years' senior audit experience;
- At least 10 years' managerial exposure in accounting and financial management;
- Advance knowledge of fund Accounting
- Minimum of 5 years working with a fully integrated computerized accounting system.

### COMPETENCIES/SKILLS

- Managerial and coordination skills;
  - Analytical skills;
  - Organizational skills (systematization of tasks for efficiency and effectiveness);
  - Excellent presentation skills using Excel & PowerPoint in particular;
  - Excellent oral and written communication skills;
  - Strong interpersonal skills, ability to relate to and work with teams;
  - Financial management and accounting systems analytical skills (for assessment and enhancement of systems and procedures);
  - Excellent computer skills with emphasis on financial accounting systems;
  - Hardworking and mission-oriented;
  - Highly motivated/reliable/dependable;
- Determined and assertive.

#### Date Published

**March 8, 2022**

#### Application End Date

**March 22, 2022**

#### Date to be Removed

**March 23, 2022**

**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Current Curriculum Vitae or Resume;
- Copies of Qualifications and Certificates;
- At least three (3) written, professional references.

#### Email Address:

[hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

#### Subject:

**Financial Controller**

#### Attn:

**Vice President, Human Resources**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Financial Controller..*