

## POSITION ANNOUNCEMENT

<b>JOB TITLE</b>	<b>EXECUTIVE BUDGET SPECIALIST</b>
<b>TYPE OF VACANCY</b>	<b>CONTRACTUAL</b>
<b>DEPARTMENT/UNIT</b>	<b>FINANCE</b>
<b>REPORTS TO</b>	<b>VICE PRESIDENT, FINANCE &amp; BUSINESS</b>
<p><b>SUMMARY:</b> The Executive Budget Specialist is a contractual position responsible for the comprehensive coordination, development, and monitoring of the University's operating and capital budgets. Working under the general direction of the Vice President, Finance, the position provides advanced financial analysis, forecasting, and policy interpretation to support executive decision-making. The role ensures alignment of financial resources with institutional priorities, compliance with applicable regulations, and effective use of funds across the University of The Bahamas.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Executive Budget Specialist is required to perform a variety of tasks including but not limited to the following:</p> <p><b>Budget Development and Management</b></p> <ul style="list-style-type: none"> <li>• Coordinate the preparation, consolidation, and maintenance of the University's annual operating and capital budgets in accordance with the University budget policies;</li> <li>• Review and analyze budget submissions, including periodic adjustments, from academic and administrative units for accuracy, consistency, and policy compliance;</li> <li>• Prepare executive-level budget presentations and reports for senior leadership and governing bodies, including but not limited to the Board of Trustees and the Government of The Bahamas;</li> <li>• Monitor and maintain budget controls, including system-controlled budget restrictions.</li> </ul> <p><b>Financial Analysis and Forecasting</b></p> <ul style="list-style-type: none"> <li>• Conduct and report on variance, cost-benefit, and expenditure analyses to inform financial planning;</li> <li>• Develop multi-year financial forecasts and models to assess institutional financial capacity and sustainability;</li> <li>• Provide data-driven recommendations on resource allocation and expenditure management.</li> </ul> <p><b>Compliance and Oversight</b></p> <ul style="list-style-type: none"> <li>• Monitor expenditures against approved budgets to ensure fiscal discipline and compliance;</li> <li>• Ensure alignment with internal financial policies, statutory requirements, and funding agreements;</li> <li>• Support internal and external audit processes through data provision and documentation.</li> </ul> <p><b>Strategic and Advisory Support</b></p> <ul style="list-style-type: none"> <li>• Assist with strategic planning;</li> <li>• Advise executive leadership on budget implications of policy and programmatic decisions;</li> <li>• Support financial risk assessments and scenario planning exercises;</li> <li>• Recommend improvements in budgeting practices, reporting systems, and resource management.</li> </ul> <p><b>Collaboration and Communication</b></p> <ul style="list-style-type: none"> <li>• Serve as a liaison between the Finance Department and academic/administrative units;</li> <li>• Provide training and guidance to departmental leaders on budget procedures and reporting requirements;</li> <li>• Communicate complex financial data in clear and actionable formats for diverse audiences.</li> </ul>	

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### KNOWLEDGE, SKILLS & ABILITIES:

- Expertise in budget development, financial analysis, and resource allocation;
- Proficiency in enterprise financial systems (e.g., Oracle, Banner, SAP) and advanced Excel-based financial modeling;
- Requires advanced knowledge of budgeting, forecasting, financial modeling, accounting, IFRS standards, and compliance frameworks in a higher education environment;
- Ability to interpret and apply financial regulations, policies, and procedures;
- Strong analytical, organizational, and problem-solving skills;
- Ability to present complex financial data clearly to non-financial audiences;
- High level of professional judgment, discretion, and ethical conduct.

### QUALIFICATIONS:

- Master's degree in Finance, Accounting, Economics, Business Administration, or a related discipline;
- Professional certification (CPA, CFA, CGA, ACCA, or equivalent) preferred;
- At least ten (10) years of progressive responsibility in budgeting, financial management, or resource planning;
- Experience with large, complex budgets (in excess of \$50 million);
- Prior experience in higher education or the public sector preferred.

### Requested Information:

**Interested applicants should submit the following electronically to the Human Resources Department Application Portal (Use the Position Listing to select the job opening). The following documents are required to complete the application:**

- A Cover letter of interest highlighting work experience and accomplishments relevant to the position;
- Curriculum Vitae or Resume;
- Copies of all Academic Qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- At least three (3) written professional references;
- Completed UB Application for Employment Form found at this link: [UB Staff Application Form](https://ubhrapply.info/PeopleFirst)

<https://ubhrapply.info/PeopleFirst>

**Incomplete application packages will not be considered**

<b>Salary Grade</b>	<b>CONTRACTUAL</b>
<b>Date Published</b>	November 24, 2025
<b>Application End Date</b>	December 7, 2025 or <b>until filled</b>
<b>Date to be Removed</b>	December 8, 2025

*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 Executive Budget Specialist.*