



## **MANAGER, FINANCE & ADMINISTRATION** **(Permanent Post)**

### **KEY FUNCTIONS AND RESPONSIBILITIES**

- Prepare & analyze monthly financial statements to ensure accurate reporting to the Board, stakeholders and management.
- Develop and manage annual budgets.
- Manage the year-end external financial audit process to ensure that audits are completed in harmony with international standards and meet all statutory deadlines.
- Manage the Investment Portfolio in harmony with its investment policy and direction from the Board.
- Prepare and maintain cash flow analyses and monitor the cash resources to ensure adequate cash for operational needs and investments.
- Monitor the pension plan in conjunction with the Board of Trustees.
- Manage the payroll process.
- Oversee the management of the procurement process.
- Oversee the management of the physical & digital records and securities.

### **QUALIFICATIONS AND EXPERIENCE**

- A bachelor's degree in Finance or Accounting or a related subject.
- Recognized accounting qualifications (ACCA, CPA)
- A minimum of eight (8) years relevant experience with at least four (4) years in a supervisory or management position.

### **CORE COMPETENCIES**

- Proven track record of effectively managing and motivating a team
- Deadline and results-driven.
- Excellent analytical and interpersonal skills.
- Attention to detail.
- Excellent oral and written communication skills.
- Ability to work speedily and accurately under pressure.
- Proficiency in computer applications including ACCPAC, Micropay and Microsoft Office Suite with Advanced Excel skills.



### **JOB SUMMARY**

- The incumbent will be responsible for developing, implementing and monitoring the accounting, procurement, investments and financial functions of the organisation.

### **KNOWLEDGE**

- Public Finance Management Act
- International Public Sector Accounting Standards (IPSAS)

**PLEASE VISIT OUR WEBSITE FOR A DETAILED JOB DESCRIPTION.**

**APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN DECEMBER 8, 2024.**

## **Contact**



Assistant Manager, Employee & Customer Engagement



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**ONLY APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**