



NOTICE OF VACANCY

A vacancy exists at The Grand Bahama Development Company Limited for one (1) *Assistant Financial Controller* for its Finance Department.

JOB SUMMARY:

This position supports the Financial Controller and is the point person for all General Ledger activities, various schedules, and reports, as well as the timely communication of designated financial reporting matters across departments and divisions.

The Assistant Financial Controller will have supervisory responsibilities, direct reports, and play a significant role in the day-to-day operations, as well as completion of the annual budget and periodic reports.

DUTIES/RESPONSIBILITIES:

- Preparation of financial statement and other financial reports
- Maintain internal control policies, guidelines, and procedures for financial activities in accordance with IAS.
- Review for accuracy various schedules and reports to account for expense accruals, deferrals, asset capitalization, depreciation, amortization, and other financial transactions.
- Preparation of monthly, quarterly, and annual reporting deliverables such as Budgets, Forecasts, Variance Analysis, and other analytical reports.
- Protect organization's values by keeping information confidential.
- Assist in executing adequate financial and internal controls to support the integrity of the accounting system and safeguard the company's assets.
- Organization of day-to-day processes to ensure accurate and timely month end and year-end reporting.
- Maintain current knowledge of organizational policies and procedures, country policies and directives, and accounting principles and standards.
- Liaise with the external auditors pertaining to the year-end audits for all DEVCO Group companies.
- Assist with overseeing department personnel in absence of the Financial Controller.
- Assist with Special Projects as required.
- Assumes and performs other duties and responsibilities not specifically outlined herein, but which are logically and properly inherent to the position.

SKILL REQUIREMENTS:

- Strong analytical skills in accounting and financial analysis.
- Organizational and time management skills that result in high productivity while focusing on deadlines.
- Capability of working in a team environment as a role model, supporting management and staff, following policies, providing feedback, assisting in special projects, and taking on additional responsibility.
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- The ability to act with integrity, professionalism, and confidentiality.
- Effective oral and written communication skills

EDUCATION & EXPERIENCE:

- CPA or other accounting designation
- Minimum of five to ten (5-10) years' experience in accounting
- Minimum of three (3) years of experience in a supervisory or lead role
- Strong knowledge of International Accounting Standards (IAS) and IFRS
- Knowledge of VAT regulations and other relevant government laws and guidelines that impact the organization.
- Proficiency in Microsoft Applications, Sage 300 (Accpacc) preferred.
- Prior experience in budgeting, forecasting and financial reporting and analysis.

Letters of application should be submitted directly to the Human Resources Department of The Grand Bahama Development Company Limited at hr@gbdevco.com on or before the 14th June, 2024.