



CAREER OPPORTUNITY FINANCIAL CONTROLLER FINANCE DEPARTMENT

JOB SUMMARY: - This position is responsible for formulating and enforcing the policies, procedures, systems and controls required to direct all aspects of the company's financial management functions, including corporate accounting, regulatory and financial reporting, budget and forecasts preparation; as well as monitoring and interpreting financial information and financial risk management to provide guidance and support to ensure corporate strategic objectives are achieved.

KEY DUTIES AND RESPONSIBILITIES: –

- Manages the overall direction, coordination, and evaluation of the finance department.
- Ensure accurate and timely recording of all transactions by strengthening and monitoring internal controls and checks across all departments.
- Review, reconciliation and approval of all balance sheet and income statement account journals, schedules, accruals.
- Prepare and publish timely monthly financial statements, including conversion of financial information into useful information.
- Manage month-end and year-end close process.
- Oversee all support team payroll functions to ensure that employees are paid in a timely and accurate manner, and process and submit statutory remittances on time.
- Review and approve monthly VAT Reporting; and manage relationship with Department of Inland Revenue.
- Coordination and preparation of annual budgets and forecasts.
- Coordinate annual external audit, and annual business license audit.
- Maintenance of accounting systems and quarterly update of the financial model.
- Management of banking relationships and administration; and transaction reporting to Central Bank as required.
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized/depreciated, and disposed of as appropriate.
- Establish and maintain effective financial control processes including documenting and maintaining appropriate finance policies and procedures.
- Additional duties as required.

QUALIFICATIONS: –

- Professional Accounting Designation (CA, CPA, ACCA. etc.).
- Four (4) years or more experience in a similar position.
- Proficient with International Financial Reporting Standards (IFRS).
- Proficient with applicable laws and regulations such as Business License, Real Property Tax, VAT Act, Regulations and Guidelines.
- Adept at operating in a computerized financial environment. Proficiency with Microsoft Office Suite, specifically Microsoft Excel.
- Experience with Microsoft Business Central would be an asset.
- Have exceptional leadership skills and interact professionally with staff and stakeholders.
- Analytical, problem-solving, and effective communication skills.
- Ability to multi-task within a team environment.
- Ability to organize, prioritize, and delegate responsibilities effectively.

Resumes and certificates should be forwarded via email to people@nas.bs on or before **Friday, July 12, 2024**.

Please indicate the position you are applying for in the subject field.