



BAHAMAS TECHNICAL & VOCATIONAL INSTITUTE

VACANCY NOTICE

FINANCIAL COMPTROLLER

FINANCE DEPARTMENT

REPORTING STRUCTURE - CHIEF FINANCIAL OFFICER

JOB SUMMARY

The Financial Comptroller has the responsibility of preparing and analyzing the organization's financial records. He/She will compile financial statements and review the data to ensure compliance with legislative requirements. The Comptroller is responsible for executing other financial processes, inclusive of budgeting and forecasting. This post is responsible for overseeing the administrative functions and employees of the finance department.

Required Qualifications

- A Certified Public Accountant or a minimum of ten (10) years' experience in an Accounting or Finance senior role
- Bachelor's degree in accounting or finance
- Experience using on-line electronic/computer financial information systems.
- Proficient in Microsoft Office Suites

Specialized Skills and Abilities

- Great interpersonal, oral and written communication skills
- Detailed orientated.
- Excellent organisational skill with the ability to pivot and reprioritize.
- Demonstrate critical thinking and analytical skills.
- Ability to write reports, interpret technical procedures, effectively present information, and respond to questions from institutional and government personnel.

Interested applicants should submit a cover letter, current resume, BTVI Employment Application Form, any relevant qualifications via the email address hr@btvi.edu.bs by the submissions deadline of Friday July 19th, 2024