

# **TRANSPORT BOARD**

## **ASSISTANT FINANCIAL CONTROLLER**

### **The Opportunity**

The Transport Board invites applications from suitably qualified and experienced individuals to assist with the management of the Finance Department allowing for the timely and efficient reporting of the financial operations of the Transport Board and to assist the Financial Controller with establishing and maintaining effective financial management systems.

### **The Scope of work:**

- Assists with the management of the Finance Department so as to ensure proper functioning of the Accounts, Payroll, Fuel and Revenue sub-sections.
- Assists with the supervision of the Finance Department and advises the Financial Controller of any systems and procedures for the efficient management of the department.
- Assists with presentation of financial statements on a monthly, quarterly and annual basis
- Assists with the completion of all schedules and audit information for the annual audit of the financial statements
- Liaises with creditors and debtors to ensure prompt settlement of accounts and the timely recovery of funds
- Assist with the preparation of the annual budget and other information required by Ministries, Statutory bodies and other stakeholders
- Liaises with department heads and ensure good fiscal performance in keeping with the budget
- Assist with the formulation of policies and controls to ensure effective management of the department with good internal controls and procedures
- Assist with the effecting a program of sound fiscal control so as to reduce cost and maximize revenue

### **Qualifications and experience required:**

- A first degree from a recognized university with Accounting as the major specialty
- Holder of ACCA, CPA or equivalent qualification from a recognized professional organization
- At least three (3) years' experience in Financial Management
- Computer literacy including good knowledge of ACCPAC accounting software package
- Ability to work under pressure.
- Excellent managerial, communication and people management skills.

### **Deadline:**

Applications along with Curriculum Vitae must be submitted no later than 4:30 p.m. on Friday August 31<sup>st</sup>, 2018 to:-

**THE CHAIRMAN OF THE BOARD OF DIRECTORS**  
**Transport Board, 'Weymouth', Roebuck Street, St. Michael**

Unsuitable applicants will not receive an acknowledgement

**2018-08-13**