Applications are invited from suitably qualified persons for the post of:

FINANCE OFFICER OPEN CAMPUS JAMAICA
OPEN CAMPUS - DEPARTMENT OF FINANCE AND ADMINISTRATION

QUALIFICATIONS AND EXPERIENCE

The candidate must have a Masters Degree in Finance or related field or Accounting qualification. He/she should have relevant accounting experience including a minimum of 5 years at a managerial level. Candidates should be very conversant with computer processing for accounting functions.

MAJOR RESPONSIBILITIES

The successful candidate will be based in Jamaica and will be responsible to the Chief Financial Officer (CFO/Office of Finance and Administration of the Open Campus) and will be required to:

• ensure financial oversight of the Open Campus Jamaica operations.
• work with General and Accounting Manager, Budget and Projects Manager, Banner specialist and Treasury Manager.
• liaise with all divisional Head based in Jamaica.
• ensure payments to suppliers and contractors after proper control procedures have been observed in accordance with UWI Financial Code, financial procedures and guidelines and Open Campus specific procedures.
• ensure that Banner Finance system is functioning as required by the Open Campus Office of Finance.
The successful candidate will be expected to demonstrate:

- good technical skills;
- excellent interpersonal and communication skills;
- vision, creative and innovative ability and drive, expressed in the development and refinement of systems, procedures, form and content of information collection analysis, dissemination and presentation.
- the ability to present information in a clear and logical manner both orally and in writing, and
- the ability to deliver in accordance with strict reporting deadlines.

Detailed applications should be sent as soon as possible to

The Director of Human Resources  
Human Resource Department  
The University of the West Indies  
Open Campus  
P.O. Box 1341  
Cave Hill  
Barbados  

Email: human.resources@open.uwi.edu

Applicants are advised to request their referees to send references under CONFIDENTIAL cover directly to the Director of Human Resources without waiting to be contacted by the University.

**CLOSING DATE FOR RECEIPT OF APPLICATION - February 27, 2010**
GENERAL

1. The University of the West Indies, Open Campus serves the following English-speaking Caribbean countries:

   Anguilla  
   Antigua & Barbuda  
   Bahamas, The Commonwealth of Barbados  
   Belize  
   British Virgin Islands  
   The Cayman Islands  
   The Commonwealth of Dominica  
   Grenada  
   Jamaica  
   Montserrat  
   St. Christopher & Nevis  
   St. Lucia  
   St. Vincent & The Grenadines  
   The Republic of Trinidad & Tobago  
   Turks and Caicos

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, and University Centres in all the above countries. The UWI on-campus student population is currently over 30,000 full-time equivalent students.

3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus; an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 today and it is expected to grow to over 40,000 Open Campus students by 2012. Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English
speaking countries and a staff of almost 400 professionals to support our growing student population.

OPEN CAMPUS

4. The UWI Open Campus works with faculty on the three campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance to meet the learning needs of the people of the Caribbean.

5. The Office of the Chief Financial Officer is located at the Open Campus in Barbados at Cave Hill. Other Open Campus staff members are also located on the Mona Campus in Jamaica, St Augustine Campus in Trinidad, Open Campus centres in Non-Campus Countries and off-campus Sites in campus territories.

6. There are three functional areas within the Finance Office: Budget and Projects, Treasury Office and General Accounting.

REQUIREMENTS - SPECIFIC FOR JAMAICA LOCATION

The successful applicant will do the following.

CASH MANAGEMENT

1. Prepare/ensure the preparation of detailed cash forecasts for the Open Campus, Jamaica for each site and budget holder at start of each financial year in the respective currencies and update monthly with actual outgoings.

2. Production of cheques/on-line payments for the Open Campus Jamaica operations at least twice weekly.

3. Ensure second approval in Banner Finance as required for the generation of Purchase Orders and cheques.
4. Sign cheques /approve payments for Open Campus operations in Jamaica after reviewing supporting documentation.

5. Co-ordinate and monitor the Banner Finance System for the Open Campus and the interface of other systems (People soft, OCSM)

6. Oversee the maintenance of the supplier database and entry of new suppliers into the database.

7. Approve the addition of new suppliers to the Vendor database. (Note: for control purposes the person responsible for checking the qualifications of suppliers and their existence should not be assigned any responsibilities or access to data entry or approval of purchases)

8. Ensure that normal accounting transactions except adjusting journal entries are recorded in the Banner Accounting System by the 15th working day following the year-end.

9. Maintain good relations with principal banking partners in Jamaica.

10. Supervise monthly bank reconciliations of all Open Campus Jamaica Bank Accounts to ensure completeness and accuracy.

11. Assist the Open Campus CFO with any financial issues that arise with respect to the Jamaica operations.

**STAFF BENEFITS AND CLAIMS (STUDY AND TRAVEL GRANT, BOOK GRANT, TRAVEL SUBSISTENCE)**

1. Monitor and recommend staff benefit requests such as advances, book grants, study and travel grants and assisted passages.

2. Maintain/update schedules of entitlement by liaising with the Mona Campus’s Human Resources Department

**EXTERNAL AUDIT**
1. Interact as required with the External Auditors. Respond to queries and give explanations.

**GENERAL**

1. Undertake other duties and assignments as directed by the CFO/Office of Finance and Administration by the designated follow-up date.

2. Assist Open Campus Finance Office with year-end accounting requirements required for preparation of Annual Accounts before target date.


4. Ensure financial oversight of the Open Jamaica in accordance with the Open Campus/UWI financial procedures.
ACADEMIC LEVEL

Appointment will be made at the level of Lecturer or Senior Lecturer, depending on qualifications and experience.

WORK LOCATION

This position may be physically located in Jamaica.

WORK ENVIRONMENT

The job incumbent must be able to work in a complex virtual team and technical team environment. The incumbent will live and work in one country and manage and collaborate with others located throughout the Caribbean. The incumbent must be able to engage others in team meetings, manage projects, develop ideas, and supervise the work of others using a variety of ICT and collaborative web tools.

The jobholder shall organize his/her work to meet the fixed/agreed target dates for the different jobs. This may require working additional hours to complete the work within the targeted dates.

REPORTING

The Treasury Manager is responsible to the Chief Financial Officer, Open Campus Office of Finance and Administration and will work closely with the Budget and Projects Manager, Treasury Manager, the General Accounting Manager and Banner Specialist.

The incumbent will liaise with

Internally: Campus Bursars
Manager, Treasury and Financial Services
Other Managers within the Office of Finance and
Campus Bursaries
Computing and Technical Services
Principal Budget Holders and Budget Holders
University Management Auditor
Externally:

- External Auditors
- Financial Institutions and Bill Payment Organisations
- Banks where Open Campus Accounts are maintained
- Taxpayer Audit Assessment Unit of the Inland Revenue Department.

**MEASUREMENT OF PERFORMANCE**

The following tasks/responsibilities/assignments are to be completed according to an annual schedule provided to the incumbent by the Chief Financial Officer or as contained in the Financial Code or related documents.

The following measures of performance relate to attributes which will be assessed by the CFO/Office of Finance and Administration through observation of the individual’s ability to handle the assigned tasks.

1. Contribution to the overall growth and development of the Office of Finance and Administration in the Open campus in terms of the service and control functions.

2. Contribution to advisory services and problem solving including but not limited to accounting and processing of data, financial management and financial reporting to the Open Campus Centres and Units, to Banks and Financial Institutions, and Contributing Governments.

3. Demonstration of vision, creative and innovative ability and drive, expressed in the development and refinement of systems, procedures, form and content of information collection analysis, dissemination and presentation.

4. Performance of tasks with good inter-personal skills through relations with co-workers and direct reports.

5. Presentation of information in a clear and logical manner in both oral and written reports.
7. Demonstration of the ability to deliver in accordance with strict reporting deadlines.