



**THE UNIVERSITY OF THE WEST INDIES
MONA, JAMAICA, WEST INDIES**

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Medical Sciences, Sport and the Social Sciences. The institution represents the oldest of its kind within the region and has been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

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

FINANCIAL MANAGER, BUDGET
Bursary
Reference No. MPN100974

The ideal candidate should have a Professional accounting qualification such as ACCA, CPA or equivalent. A Master's Degree in Finance, Accounting or Business and would be an asset. At least five years' work experience in a senior management position with previous experience working with budgets in a finance department.

DUTIES/ RESPONSIBILITIES

- Manage budgeting and forecasting functions including maintenance of general ledger to ensure accuracy and timeliness.
- Develop, implement and maintain systems, procedures and policies, including budgetary functions to ensure adherence to The UWI's financial guidelines including observing financial trends with the Institute's expenditure and within departmental budgets to contain spending.
- Prepare and recommend operating and personnel budgets for approval. Monitor spending for adherence to budget, and inform of availability of funds.
- Assist with formulating the financial component of the strategic business plan for The UWI - Mona.
- Review financial proposals for accuracy and compliance with The UWI's strategic plan.
- Implement and strengthen internal controls within the Budget Unit.
- Develop and maintain a good working relationship with departments and external contacts such as auditors and statutory organizations.
- Train and evaluate employees to enhance their performance, development, and work product. Address performance issues and make recommendations for personnel actions.

COMPETENCIES AND ATTRIBUTES

- Budget management experience
- Strong analytical and problem-solving skills
- Good presentation skills for educating internal clients on accounting principles
- Good planning and organizational skills to balance and prioritize work
- Working knowledge of accounting software; statistics and finance.
- Effectively explain complex financial information in plain terms
- Excellent capacity for analyzing data and numbers; mining information for trends
- Demonstrate attention to detail and ability to meet tight deadlines
- The successful candidate should have:
 - an accessible and visible leadership style
 - effective listening skills,
 - good interpersonal and organisational skills and
 - a commitment to collaboration.

Knowledge of structure of The University of the West Indies, its rules and regulations, its systems including their enterprise software will be a distinct asset.

Applicants are required to submit and a completed employment application form, curriculum vitae, giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization) and copies of academic qualifications. These should be sent by electronic mail to hrmd.odes@uwimona.edu.jm addressed to the **Campus Registrar** for the attention of the **Director, Human Resource Management Division, The University of the West Indies, Mona Campus, Kingston 7, Jamaica**. All applications must include the reference number **MPN100974** in the subject line of the email. The final date for receipt of applications is **February 28, 2020**. Applicants are advised to ask their referees to send reports under confidential cover to the above address without waiting to be contacted. The successful candidate is expected to assume duties as soon as possible.

The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.

The University of the West Indies, Mona Campus..... *Inspiring Excellence, Producing Leaders*