



**THE UNIVERSITY OF THE WEST INDIES**  
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

**THE BURSARY**  
**DEPUTY BURSAR (OPERATIONS)**

The UWI, St. Augustine Campus is seeking a proactive and results-oriented professional for the post of Deputy Bursar, Operations.

The main duties of a Deputy Bursar are:

- assisting the Campus Bursar in all aspects of the financial management of the Campus
- providing financial policy advice to the Bursary's Accountants/Managers, as well as Deans and Heads of Department
- providing managerial oversight, direction and coordination for Payroll & Staff Benefits, Students & Receivables, Suppliers & Insurances, Budgets Sections and the Administrative Support Services
- performing other related functions, which the University may determine from time to time

More specifically, the Deputy Bursar, Operations is expected to support the Campus Bursar in policy and strategy formulation and management around accounting and reporting, ensuring in particular alignment with International Financial Reporting Standards.

This candidate must have the ability to build and maintain relationships with:

- Wider Campus Management
- Government offices particularly the Ministry of Education
- All Campus wide areas of student interface (e.g. Division of Student Services and Development, Office of the Deputy Principal, Deans)

**Qualifications and Experience**

The successful candidate must possess a Master's degree in Accounting, Finance, Business or a closely related field with Chartered or Certified Accountant designation.

Candidates should also possess:

- A minimum of ten (10) years post qualification experience in a financial/accounting environment which should be at the managerial level
- Evidence of prior success in implementing change and improving processes
- Good knowledge of computerized accounting systems and procedures, working with Microsoft Suite – Word, Excel and PowerPoint
- Good knowledge of local and regional company and income tax laws
- Competence in budgetary control and financial management

Candidates with the following would have an advantage:

- Familiarity with computer processing of financial activities
- Demonstrated advanced knowledge in financial budgeting and planning

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**Special Responsibilities**

- Leading the development, update, consultation, communication, implementation and evaluation of technical policies, directives, guidelines, tools, training and briefings in the area of Bursary's accounting and financial policy and procedural manuals and ensures consistency with the University's Financial Code and Financial Procedures and Guidelines, Accounting principles, International Financial Reporting Standards, local

government regulatory requirements and any other regulating policy deemed necessary for The University

- Demonstrating advanced knowledge and ability in accounting and reporting and demonstrating a sound understanding of accounting linkages between departments
- Researching, evaluating and advising on the appropriate accounting treatment for complex transactions (e.g., fair value determinations, depreciation of assets, financial instruments)
- Developing cost-accounting techniques to address unique organisational needs.
- Demonstrating advanced knowledge and ability in financial policy interpretation and application, and leading the implementation and evaluation of sound management frameworks and control standards that balance risk against controls
- Demonstrating awareness of the relationship between specific issues and broader, horizontal financial policy issues
- Providing Campus' Senior and Extended Management with strategic advice on resource allocation, cash management, budgeting and other financial issues
- Demonstrating advanced knowledge and ability in financial budgeting, planning and reporting, while understanding the mechanics and processes involved with strategic resource management
- Identifying opportunities to better align financial procedures, processes and systems to business requirements
- Serving as signatory to accounting documents and transactions
- Identifying and overseeing the implementation of the recommendations of the Campus Management Auditor and the Campus Audit Committee
- Responsible for the maintenance of the Fixed Assets register and the annual physical verification of assets and stock count
- Serving as the Bursary's representative on the Administrative, Technical and Service Staff (ATSS) Appointments Committee, the Campus ATS negotiating team, negotiation of agreements with unions representing the ATS staff and other committees as assigned or on Bursar's behalf
- Participating in the Campus Strategic Planning exercise and coordinates the Bursary's Operational Plan, ensuring alignment with the Campus' plan
- Advising and coaching Financial Managers and staff on accounting and reporting procedures and processes and coordinates training for Bursary's staff to ensure that they are knowledgeable and competent to effectively discharge their respective duties
- Providing direction and supervision of the internal Bursary administrative functions including ATS staffing matters, office facility and management services, including the day-to-day management of ATS staff time – vacation and leave relief
- Appraising staff, recommending revision of staff duties and restructuring functional areas
- Performing the duties of the Campus Bursar in the absence of the incumbent (more than 2 days)
- Acting for the Deputy Bursar (Financial Reporting & Strategic Initiatives) in his/her absence
- Any other duties as may be assigned by the Campus Bursar

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### **Personal Attributes**

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Possess good managerial skills
- Be able to function in a university environment
- Be continuous learners
- Have networking abilities
- Be strategic thinkers
- Be client focused
- Display team leadership
- Be attentive to detail and possess good problem solving and decision making skills
- Be analytic thinkers
- Be able to manage resources
- Be able to develop others

Detailed application and full curriculum vitae should be sent to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, W.I., Fax No. 1-876-977-1422; e-mail: [happlications@uwimona.edu.jm](mailto:happlications@uwimona.edu.jm) ATTN: Mrs. Deon Nicely-Simpson. Three (3) referees (one of whom should be from your present organization) must be indicated. Application forms may be obtained at <http://www.sta.uwi.edu> in the Faculty & Staff, Staff Vacancies section. Further particulars including remuneration package may also be obtained at the above address. In order to expedite the appointment procedures, applicants are advised to ask their referees to send their **signed** references under **CONFIDENTIAL** cover **DIRECTLY** to the University Registrar at the above address without waiting to be contacted by the University. **Applications received after the deadline date will not be considered.**

**Deadline for receipt of applications: 2022 December 11**