



## THE UNIVERSITY OF THE WEST INDIES

### UWI PRESS

APPLICATIONS ARE INVITED FOR THE POST OF

## ACCOUNTANT

The appointee will be expected to provide technical accounting support to the Finance Manager by preparing and maintaining complete accounting and financial records for the preparation and presentation of Financial Statements in accordance with International Financial Reporting Standards for internal & external use for both print and digital publishing.

Reporting to the Director, UWI Press, the appointee will assume the following duties:

#### **Audit & Assurance**

- Prepare audit schedules for balance sheet and expenditure accounts
- Prepare and circulate confirmations: bank Account Receivables, Accounts Payable.
- Contribute notes to the Financial Statements and Risk Analyses schedules
- Provide evidence for audit and review draft Financial Statements
- Participate in audit planning meetings
- Maintain accounting controls

#### **Financial Reporting**

- Prepare monthly financial statements
- Prepare financial and key performance indicator metrics
- Maintain extensive database for diverse reports such as sales data for both print and electronic products, royalty income, earnings and statements.
- To provide accurate, timely and meaningful financial information and other ad hoc reports for management review.
- Prepare cash flow projections
- Approve petty cash vouchers in the absence of the finance manager

#### **Management Accounting**

- Assist in preparing annual budget
- Prepare and monitor budgets for special projects and events.
- Prepare title costing and cost analysis for new and reprinted titles
- Maintain works-in-progress and title subsidy schedules.
- Prepare and reconcile royalty schedules, statements and reports
- Monitor activities with Tax Administration (TAJ) by ensuring the relevant tax exemption forms have been submitted to relevant vendors
- Maintain sales and earnings statement for consigned and sponsored titles

#### **Reporting and analysis of inventory levels and POD costs**

- Generate reports as required for sales performance and analysis of print, electronic and other products
- Prepare title budgets and maintain gross margins

#### **Supervise the work of support staff and Interns**

#### **Qualifications and Experience**

- MSc Accounting or related field;
- Professional Accounting certification (e.g. ACCA, CPA etc) would be an asset;
- Proficiency in the use of Sage 50 Accounting software and Microsoft Office Suite;
- Seven years' management experience in a similar field, publishing experience preferred but not essential;
- Excellent written, verbal, and presentation skills.

Detailed application and full curriculum vitae should be sent under confidential cover to the University Registrar, Office of Administration, The University of the West Indies, Regional Headquarters, Hermitage Road, Kingston 7, Jamaica. Fax No.876-977-1422; e-mail: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm) Three (3) referees (one of whom should be from your present organization) must be indicated. References should

also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University.

**Deadline for applications is April 13, 2023**

*The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.*