



THE UNIVERSITY OF THE WEST INDIES

POST OF DIRECTOR OF FINANCE, FIVE ISLANDS CAMPUS

Applications are invited from suitably qualified persons for the post of **Director of Finance** at the University of the West Indies, Five Islands Campus, Antigua.

Candidate should have a Master's Degree in Accounting, Finance or related fields of Business, be a member of a recognised professional body of Accountants and, have wide experience, (preferably in a University) of budgetary control, leadership of financial team, and the application of modern accounting principles for effective governance of the financial structure of the campus. Additionally, experience in the use of Banner software would be an asset.

The Director of Finance is the Chief Financial Officer of the Campus and is responsible to the Principal for the general administration and control of the financial affairs of the Campus. The Director of Finance has responsibility for the overall management of the Bursary, and in particular, he/she is expected to oversee/manage the execution of the revenue generation plans for the Five Islands Campus. The Director of Finance is also responsible for the submission of accurate, timely and appropriate financial statements, statistics, reports and other information and advice, and the development, implementation and maintenance of accounting and financial policies and systems, as well as the financial management of special projects and fund-raising activities.

The successful applicant must demonstrate a working knowledge of the operations of financial institutions, and will be expected to work closely with the University Bursar who is responsible for the overall financial affairs of the University. He/she will assist in the preparation of annual and biennial estimates, financial reports, annual accounts, and other financial and accounting matters within the framework of the Financial Code of the University of the West Indies.

*The successful applicant will be expected to assume duties by **August 1, 2023** or as soon as possible thereafter.* The closing date for receipt of applications is **March 31, 2023**

An attractive salary package is offered. Full details of the remuneration package may be obtained from the Office of Administration by contacting us on **email: hrapplications@uwimona.edu.jm**). Detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail: hrapplications@uwimona.edu.jm**.

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