



VACANCY NOTICE

Chief Accountant, Accounts Department

Applications are invited from suitably qualified persons for the position of **Chief Accountant, Accounts Department**.

Job Summary

This position is responsible for overseeing the operations and staff of assigned sections of the Accounts Department, ensuring compliance with the relevant policies, procedures and best practices in an efficient manner, and to implement improvements thereto.

Responsibilities

- To recruit, train, supervise, mentor and evaluate staff in accordance with the Board's policies and guidelines and timelines.
- Ensure staff have the proper tools and work environment to perform effectively.
- Ensure that the monthly reconciliations to the general ledger from all sections are completed within the stipulated number of days after the month end, and that the necessary investigations are carried out to ensure that reconciling items are cleared in a timely fashion.
- Ensure the integrity of the underlying financial records by establishing, maintaining and monitoring appropriate controls.
- Document and implement corrective measures for any areas that are rated less than satisfactory in an Internal Audit report, so that issues are resolved within 3 months of the report date.
- Review, approve and sign payments up to \$10,000.00 and ensure proper documentation and approvals are in place.
- Lead and organize the preparation of schedules and reconciliations required for the annual external audit to facilitate timely completion of the audit.
- Make maximum use of the technology available/recommend necessary enhancements to develop new and improved techniques in processing to improve efficiency and enhance internal controls.
- Direct NIB's relationships with external entities related to the assigned sections to ensure timely receipt of information and to resolve issues impacting performance of the sections.
- Manage the Department's relationship with other Departments of the Board to ensure that required inputs processes and co-operation are in place.
- Ensure that the Department responds to and resolves queries raised by internal and external partners and customers in a timely and professional manner.
- Prepare monthly reports on the activities of the assigned sections.

Qualifications and Requirements

- A Bachelor's Degree in Accounting or a related field from an accredited college or university.
- Membership in the Bahamas Institute of Chartered Accountants, with not less than 5 years post qualification experience.
- Management experience of not less than ten (10) years. Experience managing an accounting team.
- Strong analytical skills.
- Excellent oral and written communication skills.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies.

Application

Interested persons may apply by submitting a cover letter and resume, along with the necessary proof of qualifications to:

Assistant Manager
Talent Management & Capacity Development
The National Insurance Board
Clifford Darling Complex
Nassau, Bahamas

Or Via E-mail: apply@nib-bahamas.com

Application Deadline: July 12, 2019