



T.A. MARRYSHOW COMMUNITY COLLEGE

Tanteen, St. George's, Grenada, W.I
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VACANCY

The T. A. Marryshow Community College invites applications from suitably qualified persons to fill the post of Financial Officer in the Bursar's Office.

Job Description

The Financial Officer provides assistance to the Bursar (the College's Chief Financial Officer) in the areas of budget preparation, ensuring proper accounting procedures, financial/accounting controls and the preparation of financial reports/statements. The holder is responsible for ensuring that procurement is in accordance with the relevant legislation including the Public Procurement Act and the Public Finance Management Act, maintaining the fixed assets register and, in conjunction with the relevant departments, maintaining the College's inventory. The holder is also responsible for the reconciliation of the College's bank accounts.

Key Responsibilities

1. To assist the Bursar in the preparation of the annual budget of the College;
2. To assist the Bursar in ensuring proper accounting procedures such as daily posting of all ledgers, both general and subsidiary as related to expenditure;
3. To be responsible for conducting routine internal financial and accounting controls;
4. To assist in the preparation of financial reports, statements and forecasts at such times as may be required by the Bursar;
5. To maintain and update the fixed assets register on an on-going basis and to ensure the physical presence of items listed therein, and that they are in proper condition and at approximate values listed;
6. To be responsible for the maintenance of the College's inventory in conjunction with the Schools and Departments;
7. To review the College's purchasing history on a semester basis to ensure that the approved supplier list is adhered to and that procurement is done in accordance with the Public Procurement and Disposal of Property Act;
8. To perform the Bank Reconciliation of the College's accounts; and
9. To perform any other related duties that may be assigned from time to time.

The Candidate

The successful candidate should have:

- A Master's Degree in a Financial or Accounting area or equivalent professional certification;
- A strong record in financial management;
- Excellent analytical skills;
- Strong knowledge of computer applications, including word processing, spreadsheets, presentation, communication, and software with specialized accounting and financial management;
- Strong organizing, coordinating, and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to make administrative/procedural decisions and judgments.
- An ability to work in a collaborative manner with all stakeholders.

Remuneration

- Salary will be commensurate with qualifications and experience.

Deadline

- Suitably qualified employees are asked to submit an application with a Résumé to the Human Resources Manager via the following email: hrdept@tamcc.edu.gd by November 18, 2022.