



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 position of **Bursar**.

Job Description

The Bursar shall be the Chief Financial Officer of the College and shall be responsible for the management and control of the funds of the institution.

Key Responsibilities

The holder of the post of Bursar will have the following responsibilities:

1. To develop for the consideration of the Senior Management Team, the Finance Committee and the College Council accounting and financial policies, regulations and systems to govern the operations of the Bursar's Office; and to implement and maintain same in accordance with the directives of the College Council and the relevant international standards.
2. To prepare and present the annual budget, other forecasts and estimates, financial reports and other financial and accounting matters as are required by the Senior Management Team, the Finance Committee, the College Council, and other stakeholders from time to time.
3. To lead the coordination and development of funding and income generating opportunities for the College with a view to providing support for capital, education and training programmes.
4. To lead in the coordination of the generation of earned income, to cultivate, secure and manage private gift support to the College and to fuel its strategic development.
5. To ensure that a proper system of internal audit is in operation at the College.
6. To render the Financial Statements for audit by the independent auditor, as required by Section 32 (i) of Act 41 of 1996.
7. To provide strategic and administrative leadership to the College as part of the Senior Management Team.
8. To perform any other duties that may be assigned from time to time.

Qualifications

- Prospective candidates should have attained a Master's degree or professional certification in the relevant area.

Remuneration

- Salary will be commensurate with qualifications and experience.

Deadline

- Suitably qualified persons are asked to submit an application with a résumé addressed to the Interim Human Resources Manager via the following email: hrdept@tamcc.edu.gd by **March 31, 2023**.