



VACANCY NOTICE NO. 1 OF 2018

The BVI Airports Authority Limited invites applications from qualified persons for the position of **DIRECTOR OF FINANCE, FINANCE DEPARTMENT.**

Salary: Commensurate with qualification and experience

PRIMARY DUTIES AND RESPONSIBILITIES

1. Implements appropriate accounting systems to ensure effective recording of financial information, and the reporting of the Authority's financial transactions, including assets and liabilities.
2. Participates in and advises on the preparation of scheduled reports in respect of special projects and development programmes.
3. Formulates and implements strategies to achieve an efficient and effective billing and collection system that will ensure the timely preparation of bills and payments of fees to the Airport's Authority.
4. Prepares the Accounting Department for the annual audit as determined by the Managing Director.
5. Develops and manages an effective procurement system for all Departments and Units.
6. Develops strategic relationship with suppliers to reduce cost and maintain quality of procurement, while improving efficiency of the procurement process.
7. Ensures the timely preparation of financial statements, providing an analysis of the information being reported and updating the Managing Director and the Finance Committee of the Board on the critical areas that need close attention.
8. Develops and directs improvements to financial management systems including the planning and implementation of financial information and control systems to assist management in financial decision-making.
9. Manages the organization's budgeting process, ensuring that appropriate controls are in place for all departments and units.
10. Provides effective Financial Accounting Services and an effective audit procedure, ensuring that the organization's accounts are prepared and filed in accordance with Corporate law and rules of good practice.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Finance or Accounting plus a minimum of five (5) years in Finance and Accounting work experience at managerial level. **or**
- Bachelor's Degree in Finance or Accounting plus 7 years relevant experience.
- CPA and/or equivalent experience preferred.
- Five (5) years minimum financial management work experience with emphasis on Accounting.

REQUIRED SKILLS, ABILITIES AND SPECIALIZED TECHNIQUES:

- Sound knowledge of accounting principles and practices.
- Ability to coordinate several concurrent projects and various personnel associated with their completion.
- Ability to lead and manage the Accounting Staff.
- Sound analytical skills.
- Ability to create and manage complex accounting and reporting systems.
- Ability to train staff on the Accounting Systems/related computer applications.
- Strong oral and written communication skills with ability to listen effectively.
- Sound knowledge of the BVI Labour Code.
- Ability to meet project deadlines under pressure.
- Proficiency in MS Office Suite applications, QuickBooks and other computerized accounting applications.
- Sound knowledge of the Procurement System.
- Ability to maintain confidentiality and sound ethical standards.

Applications should be submitted to the Managing Director, BVI Airports Authority no later than **7th September, 2018.**

Application forms can be collected at the BVI Airports Authority's Terminal Building, Beef Island or on the Authority's [website bviaa.com](http://www.bviaa.com).

BVI Islanders or Belongers preferred.