



DOMINICA STATE COLLEGE JOB VACANCY

Applications are invited for the position of:

BURSAR

JOB SUMMARY:

The Bursar is the Financial Officer of the College and is responsible to the Board of Governors through the President for the general administration and control of the financial affairs of the institution, and the overall management of the Finance Department. In particular, the Bursar is 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.

DUTIES & RESPONSIBILITIES

The Bursar is responsible for all aspects of the Dominica State College's financial management and reporting, including:

1. Developing and managing the budget.
2. Administering all fiscal operations, including accounting, purchasing, inventory control, budgeting and business practices in accordance with appropriate principles and practices and the policies, roles and procedures of the College.
3. Management of accounts payable, accounts receivable and student accounts (including establishing and monitoring internal controls for the College's cashier's Office.
4. Managing and supervising Payroll.
5. Preparing, auditing and maintaining the internal and external financial records.
6. Submitting regular and timely information to Senior Management Staff on the status of their divisional/departmental revenue/expenditure position.
7. Effectively managing the resources of the institution.
8. Investing of College Funds.
9. Presenting clear and concise oral and written reports on financial matters related to the operations of the College.
10. Preparing financial forecasts on the financial needs of the College.
11. Assisting the President in the preparation and review of the College's Strategic and other Plans.

12. Preparing the College's Financial Report at the end of the year as per College Act as well as the preparation of any other report as per the direction of the Board of Governors.
13. Responsibility for public safety department, building maintenance and management of infrastructure.
14. Financial management, forecasting and reporting
15. Supervising of payroll function.
16. Overseeing all payroll deductions.
17. Overseeing all salary processes.

QUALIFICATIONS

1. Master's degree in Finance or related field
2. OR related professional qualification (CGA, CPA etc.)
3. A minimum of five (05) years post qualification Financial and Accounting related experience, or an equivalent combination of education and experience, specifically in financial management settings.

SKILLS & ABILITIES

1. Demonstrated Budgeting and financial skills
2. Knowledge of computer applications and information management systems
3. Innovative leadership, entrepreneurial and strategic planning skills.
4. Good written and interpersonal skills.
5. Experience in preparation and management of budgets.

Interested individuals should submit completed application with:

- Signed cover letter
- Curriculum vitae

TERMS OF APPOINTMENT

This appointment will be a two (02) year contractual appointment.

The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the college.

To:

THE CHAIRMAN OF THE BOARD
DOMINICA STATE COLLEGE
STOCK FARM
P.O. 2066
ROSEAU
Or email: chairman@dsc.edu.dm

DEADLINE FOR RECEIPT OF APPLICATIONS IS 4.00pm on MARCH 31st 2024.

- ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED AND REQUIRED TO PROVIDE CERTIFIED COPIES OF TRANSCRIPTS AND CERTIFICATES AND TWO LETTERS OF REFERENCE FROM INDIVIDUALS WHO CAN ATTEST TO ABILITIES AND PERFORMANCE INCLUDING ONE REFERENCE LETTER FROM A CURRENT OR PAST EMPLOYER.