



DOMINICA STATE COLLEGE

WE ARE HIRING!

The DSC Community seeks the services of a competent, experienced financial officer (Bursar) to assist the Office of President for the management and day to day administration of the financial affairs of the institution. In that regard, the Bursar shall prepare accurate and timely financial information for the implementation and maintenance of appropriate monetary and financial systems, in accordance with accounting principles and the policies and regulations of the College. The Bursar is accountable to the Board of Governors through the President, and supervises the affairs and staff of the Bursar's Office.

The main functions of the Bursar include: -

- Budget preparation and management
- Management of all DSC accounts – receivables, payables, student
- Supervision and preparation of payroll, in collab with HR
- Regular financial reporting to inform management decisions
- Preparation of DSC's financial statements
- Overseeing the efficient use of financial and other resources and assets of the College

The Bursar should be a committed and results-driven team-player. She/he should be a Chartered Accountant, with significant supervisory or managerial experience in accounting or financial management. He/she should be innovative and should demonstrate competence in driving change, knowledge of computer applications, and have excellent interpersonal relationship skills. A Master's Degree in Finance, Management or a related field would be an asset.

Please submit your statement of interest supported by your curriculum vitae and the contact details of two referees under confidential cover to the Human Resource Manager (see address below) or to email address: - hr@dsc.edu.dm by the latest, **May 23rd 2025**.

**HR Manager
Dominica State College
Stock Farm
P.O. Box 2066
Roseau**

Additional information may be sourced through the HR Office, DSC – (767) 440-4941 xt. 8103/8113.