

VACANCY NOTICE NO. 3 OF 2022

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

PRIMARY DUTIES AND RESPONSIBILITIES

1. Implements appropriate accounting systems to ensure effective recording of financial information, and the reporting of the Airport 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. Ensures the timely preparation of financial statements, providing analysis of the financial performance on a monthly, quarterly, and annual basis whilst highlighting the critical areas that need close attention.
5. Prepares and manages the annual budget, ensuring that appropriate controls are in place for all departments and units.
6. Oversees all audit and internal control operations ensuring that the authority's accounts are prepared and filed in accordance with generally accepted accounting principles.
7. Develops and manages an effective procurement system.
8. Develops strategic relationship with suppliers to reduce cost and maintain quality of procurement, while improving efficiency of BVIAA procurement process.
9. 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.

QUALIFICATIONS AND EXPERIENCE:

- Minimum, a Master's Degree in Finance or Accounting, plus a minimum of 7 years' work experience at a managerial level in Finance or Accounting, **or**
- A Bachelor's Degree in Finance or Accounting plus 15 years relevant experience.
- And be CPA, ACCA or their equivalent, qualified.

REQUIRED SKILLS, ABILITIES AND SPECIALIZED TECHNIQUES:

The ideal candidate should have:

- Sound knowledge of accounting principles and practices.
- Exceptional numerical proficiency
- Strong analytical skills
- Exhibit good strategic thinking
- Strong leadership skills.
- Ability to coordinate several concurrent projects
- Ability to create and manage complex accounting and reporting systems.
- Strong oral and written communication skills with ability to listen effectively.
- Ability to meet project deadlines under pressure.
- Proficiency in MS Office Suite, QuickBooks, and other computerized accounting applications.
- Sound knowledge of the Procurement System.
- Ability to maintain confidentiality and sound ethical standards

SALARY: Commensurate with qualification(s) and experience

Interested persons should submit completed application and other relevant documents to:

The Managing Director
BVI Airports Authority
P. O. Box 4416
Road Town, Tortola
British Virgin Islands, VG1120

Or

Email: mdrecruitment@bviala.com

Deadline for submission: **May 27, 2022**

BVISLANDER OR BELONGER PREFERRED