



The Students' Loan Bureau invites applications from suitably qualified persons for the following positions:

1. Management Accountant:

Scope of Responsibilities

The successful candidate will report to the Executive Director and will be responsible for:-

- Leading and directing the Bureau's financial planning, budgeting and financial reporting on a timely and accurate basis, while maintaining appropriate internal controls.
- Ensuring efficient utilization of finance and accounting activities that drive the day-to day operations, and aligning those activities with the Bureau's business strategy with the objective of delivering desirable financial results.

Technical Responsibilities

The Management Accountant is required to:

- Lead and direct efficient daily operations of the Accounts Department, including direct supervision and development of staff members.
- Lead and direct preparation of the Bureau's financial planning and forecasts, budgets, and financial analyses to support corporate and strategic objectives.
- Conduct reviews, interpretation and analysis of the Bureau financial position and prepare quarterly operational targets for the Accounting Department in line with the broader strategic plan.
- Prepare the Bureau's annual financial statements and manage the annual financial audit, including accounting firm relationship.
- Review and develop internal financial controls, policies and procedures to ensure integrity of financial data, and safeguarding of the Bureau's assets and monitors adherence.
- Monitor and manage the performance of investment assets in keeping with established policies and investment guidelines.
- Ensure that all required reports are accurately and properly prepared in accordance with required standards, deadlines and formats for internal as well as external reporting, including but not limited to:
 - Operational report (quarterly)
 - Monthly management report and annual financial statements
 - Net Credit Report (Statement 'C') for submission to the MOF (monthly)
 - Statement 'A' report for submission to MOF (monthly)
- Ensure the preparation and provision of cash flow projections based on various moratoriums on principal repayment, loan tenure, interest rate mixes, etc.
- Monitor bank balances and make investment decisions based on cash availability and ensures that there is a system in place to attract the highest rates of return for the SLB's investments.
- Ensure that financial resources are structured to facilitate the disbursement of tuition loans when needed.
- Prepare monthly/quarterly reconciliation between the loans receivable sub-ledger and general ledger.

Management Responsibilities

- Assists in the process of strategy formulation, particularly in the path or direction that the Bureau must take in relation to prudent financial management.
- Sets targets and undertake performance appraisal for staff in the Accounts Department.
- Develops and implements continuous training plan for members of the accounting department.
- Represents the SLB at meetings, conferences, and similar events as required.

Qualifications and Experience

- ACCA or CPA designation or Master's Degree in Accounting
- At least five (5) years post qualification experience, accounting, finance or auditing, three (3) of which should be at a managerial level.

Specific Knowledge Required

- Knowledge of
 - IFRS and GOJ's accounting standards, principles, practices, procedures and techniques.
 - Local financial and economic environment
 - Investment techniques and the relevant markets
 - GOJ procurement regulations and practices.
- Knowledge of the Bureau's policies, regulations and practices relating to finance and accounting

Skills, Behaviours and Competencies Required

- Ability to provide vision and direction for the Finance and Accounting team.
- Excellent financial management and forecasting skills.
- Proficiency in the use of accounting packages and other relevant computer software, including Microsoft Word, Excel, PowerPoint
- Excellent treasury management skills.
- Demonstrated capability to interface and maintain effective relationships with all departments.
- Excellent oral and written communication skills.
- Detail oriented with logical and methodological approach to problem solving and decision making.
- Ability to plan and schedule the work of others.
- High level of confidentiality and integrity
- Excellent negotiation skills.
- Excellent leadership, teambuilding and interpersonal skills
- Ability to multi-task and operate within a dynamic environment.
- Methodical, businesslike, meticulous, honest, self-assured and self-motivated

Remuneration Package

- Basic Salary \$3,349,322.00 - \$4,784,745.00
- Travel Allowance \$707,448.00

Applications along with résumés should be forwarded no later than **Friday, January 12, 2017 to:**

**Manager, Human Resource & Administration Department
Students' Loan Bureau
Sagcor Sigma Building
63-67 Knutsford Boulevard
Kingston 5**

E-mail: hr@slbj.com

We thank all applicants for their expressions of interest, however, only shortlisted candidates will be contacted.

