



The Students' Loan Bureau (SLB) invites applications from suitably qualified persons for the following position:

Chief Financial Officer (Level 10)

The Chief Financial Officer is accountable for the effective and efficient development, implementation, management and maintenance of financial and accounting systems of control, and the efficient utilization of financial resources in order that SLB achieves its Mission, Vision and Major Targets in a sustainable manner.

Responsibilities & Duties

Planning

1. Contribute to the development of the Bureau's annual strategic planning process, resulting in the strategic plan and balanced scorecard.
2. Lead the development of the Finance and Accounting Division's annual strategic planning process, resulting in the division's cascaded strategic plan and balanced scorecard.
3. Update, in conjunction with each direct report, his/her Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and balanced scorecard.
4. Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and balanced scorecard.
5. Develop, in conjunction with each direct report, his/her individual development plan arising from the performance review process.
6. Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Team Development

7. Constantly review the competency and performance of all team members in the division. Provide continuous coaching and lead the implementation of each direct report's individual development plan.

Execution

8. Lead the execution of the division's strategic plan, ensuring that all strategic initiatives remain on track.
9. Lead, constantly review and improve the establishment and monitoring of compliance with policies and procedures for the effective recording, analysis, and reporting of all financial/accounting matters, ensuring accuracy and completeness of financial data.
10. Lead, constantly review and improve the preparation and provision of cash flow projections based on various moratoriums on principal repayment, loan tenure,

interest rate mixes, etc., ensuring adequate cash availability for the disbursement of tuition.

11. Lead, constantly review and improve the co-signing of cheques and correspondence relating to all bank and investment accounts, ensuring the security and proper management of financial resources.
12. Lead, constantly review and improve the monitoring of bank balances and investment decisions based on cash availability, ensuring that a system is in place to attract the highest rates of return for the SLB's investments.
13. Lead, constantly review and improve the preparation of various financial reports, including but not limited to the quarterly operational report, the quarterly JBA report for submission to MOF, the monthly management report and annual financial statements, the monthly Net Credit Report (Statement C) for submission to the MOF, and the monthly Statement A report for submission to MOF, ensuring accuracy and compliance with required deadlines and formats for internal as well as external reporting.
14. Lead, constantly review and improve the maintenance and enhancement of an effective system of Financial Planning and Budgetary controls, ensuring that financial resources are structured to facilitate the disbursement of tuition when needed and that expenditure does not exceed amount budgeted.
15. Lead, constantly review and improve the facilitation of the performance of annual external audit; liaise with internal/external auditors and ensure timely investigations of audit findings and implementation of audit recommendations.
16. Lead, constantly review and improve the approval of invoices, refund requests, tuition disbursement requests for payment, ensuring proper financial management and accountability.
17. Lead, constantly review and improve the preparation of monthly executive payroll and quarterly reconciliation between the receivable subledger and general ledger, ensuring accuracy and completeness of financial data.

Monitoring and Reporting

18. Contribute to the preparation of the SLB monthly performance report in the Balanced Scorecard format, then attend the monthly management meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for performance variances related to marketing and business development.
19. Lead the preparation of the Finance and Accounting monthly performance report in the Balanced Scorecard format, then lead the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.
20. Attend Board and Board Committee Meeting to update on key Strategic Initiatives, performance targets and other key matters relating to Marketing and Business Development.

Qualifications and Experience

- ✓ Chartered Accountant or equivalent;

- ✓ Master's in Business Administration or equivalent.
- ✓ Diploma in Leadership or equivalent.
- ✓ Eight (8) years in Finance and Accounting, with at least four (4) years in a managerial position.

Specific Knowledge

Knowledge of

- ✓ general and GOJ's accounting principles, practices, procedures and techniques.
- ✓ local financial and economic environment.
- ✓ investment techniques and the relevant markets.
- ✓ GOJ procurement regulations and practices.
- ✓ the Bureau's policies, regulations and practices relating to finance and accounting.

Skills, Behaviours and Competencies Required

- ✓ Oral and Written Communication
- ✓ Customer and Quality Focus
- ✓ Methodical
- ✓ Strategic Vision
- ✓ Analytical Thinking
- ✓ Problem Solving and Decision Making
- ✓ Goal/Results Oriented
- ✓ Leadership
- ✓ Planning and Organizing
- ✓ People Management
- ✓ Job Knowledge
- ✓ Interpersonal Skills
- ✓ Change Management
- ✓ Use of Technology

Remuneration Package

- Basic Salary \$9,401,821.00 – \$12,644,404.00

Applications along with résumés should be forwarded no later than **Wednesday, January 15, 2025** to:

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

E-mail: careers@slbj.com

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