



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

Financial Accountant (Level 8)

The Financial Accountant is accountable to the Chief Financial Officer for the effective and efficient preparation and generation of the Bureau's annual and monthly financial statements, payroll and statutory payments, 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 SLB annual strategic planning process, resulting in the SLB strategic plan, scorecard and budget.
2. Contribute to the development of the Finance and Accounting Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
3. Update, in conjunction with each direct report, his/her Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
4. Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and 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. Direct the Bureau's budgeting process, ensuring that the budget reflects the strategic direction of the SLB and accounts for all inflows and outflows and used as the basis to track the financial performance of the organization.
9. Direct the Bureau's payment processes, ensuring all payments are approved, follow the prescribed protocols and are scheduled to allow for continuing operations of the SLB.

10. Direct the Bureau's receivables process, ensuring monies owed to the SLB are collected to ensure continuing operations.
11. Direct the Bureau's bank reconciliation process ensuring that the SLB accounts for all balances, movement of funds and reconciliation of funds in all bank accounts operated by SLB.
12. Direct the preparation and generation of the Bureau's annual and monthly financial statements, ensuring that they are prepared in accordance with accounting standards and regulations, provide accurate and timely information to stakeholders, and that any necessary adjustments or reconciliations are completed in a timely and accurate manner.
13. Direct the preparation and generation of the annual accounts for submission to the external auditors, ensuring that the statements reflect the financial performance, financial position and statement of cash flow, to support review by the Board, Ministry, Parliament and citizens.
14. Direct the payroll and statutory payments processes, ensuring that all employee payroll data is accurately processed, statutory payments are made on time and comply with relevant regulations, that employee benefits and entitlements are accurately recorded, processed, and reported.
15. Direct 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.
16. Direct the approval of invoices, refund requests, tuition disbursement requests for payment, ensuring proper financial management and accountability.
17. Provide advice on Financial Accounting matters as requested.

Monitoring and Reporting

18. Contribute to the preparation of the Finance and Accounting monthly performance report in the scorecard format, then attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

Qualifications and Experience

- ✓ ACCA Level 2 or equivalent.
- ✓ Diploma in Leadership or equivalent.
- ✓ Five (5) years in Finance/Accounting, with at least two (2) years in a supervisory position.

Specific Knowledge

Knowledge of

- ✓ the SLB and GOJ's accounting principles, practices and procedures.
- ✓ local financial and economic environment.
- ✓ investment techniques and the relevant markets.

Skills, Behaviours and Competencies Required

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

Remuneration Package

- Basic Salary \$6,333,301.00 – \$8,517,586.00

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.