



EMPLOYMENT OPPORTUNITY: PART-TIME ASSISTANT FINANCIAL OFFICER

ABOUT THE COMPANY:

The Utilities Regulation and Competition Authority (“URCA”) of The Bahamas came into effect on 1 August 2009 as the converged regulator for Electronic Communications Services (ECS) – covering broadcasting, radio spectrum and electronic communications.

URCA is strengthening its capacity and is seeking to employ a Part-time Assistant Finance Officer in the Finance Department. The position will be based in The Bahamas and will report to the Finance Manager.

PART-TIME ASSISTANT FINANCE OFFICER

CORE DUTIES

The successful candidate will be required to:

- Assists team members in compiling timely and accurate analysis of budgets, financial trends and forecasts;
- Assists with licence fee billing, and revenue collection and reporting;
- Assists with the production of KPIs on Finance operations;
- Reconciles assigned general ledger accounts on a monthly basis;
- Assists with annual budget exercise;
- Assists with periodic general ledger closing procedures and the compilation of month/year-end financial statements;
- Assists with internal and external audit processes;
- Assists with administrative assignments.

QUALIFICATIONS, SKILLS & COMPETENCIES

The successful applicant must have:

- Enrollment in 3rd or 4th year of a Bachelor’s degree program with concentration/major in Accounting or completed an Associate’s Degree in Accounting.
- A minimum 2.5 cumulative grade point average or equivalent
- Basic computer skills with knowledge of MS Office Suite
- Basic knowledge of accounting software.
- Proficiency in basic accounting and bookkeeping concepts.
- Acceptable written and verbal communication skills
- A courteous disposition with co-workers and stakeholders

- Ability to follow oral and written instructions
- Ability to work in a team
- Basic customer service and problem solving skills
- Confidentiality as a character trait

REMUNERATION & BENEFITS:

The URCA is a performance driven organization and offers a competitive and attractive remuneration. Further information about URCA can be obtained from the website: www.urbahamas.bs

APPLICATIONS:

Interested applicants should email their resume to: hr@urbahamas.bs

Applications should be received on or before **July 4, 2014**. URCA thanks all applicants for their interest but only applicants who have been short-listed and have the qualifications and experience required will be contacted.