

BAHAMAS POWER AND LIGHT COMPANY LTD.

VACANCY NOTICE



VN.NO. 2023-74

ASSISTANT MANAGER - ACCOUNTING , BUDGET & MANAGEMENT REPORTS

A vacancy exists in the Company for the position of **Assistant Manager - Accounting, Budget & Managing Reports** in the Finance Division.

The Position

The job assists with managing the functions of the Accounting, Budget & Management Reports Department to ensure efficient and effective delivery of accounting services. This involves assisting in compiling the Corporation's annual budget; assisting in preparing monthly management accounts and other financial analysis; assisting in coordinating the annual audit; and liaising with internal and external auditors.

Responsibilities of the position include, but are not limited to, the following:

- Assists in compiling the corporate annual budget.
- Assists in preparing monthly management statements.
- Ensures timely posting of the General Ledger.
- Reviews General Ledger Control Accounts reconciliation.
- Reclassification of Payroll Contra Entries.
- Performs Payroll Analysis.
- Oversees the job costing system and sundry receivables (capital contributions, etc.).
- Oversees the accounting aspect of Staff Accountant, Accounting Officers and General Ledger Officers.
- Performs the duties of any absent Accounting Officer, as needed.
- Assists in coordinating the corporate annual audit and project audit.
- Liaises with internal and external auditors.
- Ensures that system loss is recorded.
- Assists in preparing the business plan for the department.

Job requirements include:

- A Bachelor's Degree in Accounting/Finance or equivalent qualifications.
- A minimum of 5 years' experience in a financial environment or in a similar management position.
- Sound knowledge of Generally Accepted Accounting and Finance practice.
- Sound knowledge of Financial Accounting software and spreadsheet applications.
- Sound knowledge of project management and related job costing system.
- The ability to analyze financial reports.
- Sound knowledge of covenants of lending institutions (e.g., IDB).
- The ability to troubleshoot accounting processes as they relate to financial software and the system of internal control.
- Good judgement and sound reasoning ability.
- The ability to communicate effectively both orally and in writing.
- Good time management skills.

Interested persons should apply to Afuture@bplco.com on or before: **November 10, 2023.**

Only candidates meeting the criteria will be contacted.