

## **VACANCY @**

### **The National Institute of Culture and History (NICH)**

#### **Associate Director of Finance**

##### **Summary of Responsibilities**

The primary responsibility of the Associate Director of Finance is to formulate and implement the Institute's financial strategy, accounting policies, and accounting procedures as well as its financial controls framework to ensure that the Institute's financial objectives are met. The individual will ensure that effective internal controls are in place and functional and will ensure compliance with the Act governing the Institute and all other related regulatory requirements.

The incumbent will be leading all finance functions including accounting processes, management reporting, regulatory reporting, budgeting, forecasting, payables, receivables, facilitating audits, tax filings, financial systems, grant applications, and the Treasury function. The individual reports to the Administrator and will function in accordance with all applicable policies and regulations governing the Institute.

##### **Key Responsibilities**

- Provide strategic direction to the Institute through strategy formulation, decision making, budgeting, forecasting, and financial analyses
- Establish and implement internal controls and ensure efficient and effective financial operations as per industry benchmark
- Ensure that financial and accounting policies and procedures are in accordance with IFRS and statutory regulations
- Take the lead with finance, accounting, and taxation matters
- Ensure that all accounting records are properly maintained and that financial reporting is timely and accurate
- Ensure the timely production of monthly financial statements and other internal reports as requested
- Design and manage the financial accounting system including the Institute's chart of accounts and its financial reporting structure
- Manage the accounts payables function as well as the payroll and accounts receivables
- Prepare the annual financial statements and arrange for the audit of these financial statements annually ensuring the production of audited financial statements within four months following the fiscal year end
- Prepare an annual budget and quarterly projections for presenting to the Board for approval
- Maintain strong relationships with stakeholders including related governmental or quasi governmental bodies
- Manage the Institute's Treasury function
- Supervise and coordinate applications for grants / funding

- Assist with the development and operation of a performance management system to recognize and reward good performance and promote a culture of accountability and merit
- Create business value and efficiencies through the use of technology
- Hire, train, develop and manage the Finance Department staff to ensure that a motivated and qualified staff exists to meet the Institute's needs and objectives

### **Job Qualifications**

- Bachelor's Degree from an accredited institution in Accounting or Finance
- At least 5 years working experience in Accounting, Business Management/ Administration or related field
- Professional certification in accounting would be a distinct asset (ACCA/CPA)
- Computer literate and knowledgeable of QuickBooks and Microsoft Suite (Word, Excel, Outlook, Explorer, etc.)
- Highly motivated, self-driven, adept at working independently, yet with profound team spirit.
- Superior planning, organizing and analytical skills, with attention to details and accuracy.
- Performance-focused, output- and outcome-oriented, people-friendly, and willing and capable of encouraging high level performance from subordinates;
- Develops appropriate work plans and accountabilities.
- Fluency in Spanish is an asset.

### **Compensation**

Commensurate with the level of qualification and experience.

### **Application submission**

Interested persons are required to submit their application electronically or delivered to the address below. Application package should include a letter of interest, Curriculum Vitae, two (2) recommendation letters, supporting documentation of qualifications and experience, copy of a valid social security card, police record, and proof of Covid-19 vaccination. The deadline to submit application is **Monday July 11, 2022.**

❖ Email in PDF format to [boardsecretary@nichbelize.org](mailto:boardsecretary@nichbelize.org)

❖ Address:  
 President  
 National Institute of Culture & History  
 Dr. Dame Minita Gordon Drive  
 Belize City, Belize