



## Office of Human Resource Director

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### Job Description

**Job Title:** Director of Finance

**Department:** Budget and Financial Management

**Duty Station:** Belmopan Campus

**Reporting Relationship:** Vice President, Administration

**Supervisory Responsibilities:** All Budget and Financial Management Staff

#### **Scope of Responsibility:**

- Manages the accounting and financial activities of the institution in accordance with International Financial Reporting Standards. Transactions volumes are large, in keeping with the people-centred nature of the institution (students and staff), and resource constraints require tight management of financial operations.
- Oversees the design and implementation of a fully computer-based system that interfaces with other systems in the institution (in particular, the Human Resources management, payroll, and student affairs management systems).
- Timely production of accurate financial statements and analyses that allow for effective management decisions covering the operations of the institution.

#### **Knowledge and Skill Requirements:**

- Highly motivated, self-driven, resourceful individual, interested primarily in the development of Belize and willing to work in a challenging environment, to fill key management positions in the organization.
- Experienced professional with wide-ranging work-performance backgrounds that include working knowledge in and appreciation of the main issues in the component areas of the job portfolios.

- A good track record in institutional development and management (including people-management) in small but diverse societies, together with an appreciation of the peculiar requirements of a tertiary-level teaching and research institution would be distinct assets.
- Familiarity with the processes and procedures of bilateral and multilateral funding agencies and with the preparation of consultancy proposals would be desirable.
- Performance-focused, output- and outcome-oriented, people-friendly, and willing and capable of encouraging high level performance from subordinates.
- Emphasis in candidate-selection would be placed on demonstrated track-records
- Working knowledge of Spanish would be useful.