

JOIN OUR TEAM

FINANCE DEPARTMENT

Senior Finance Operations Assistant

CORE FUNCTIONS:

- Maintain licensee data in the Dormant Account Reporting System (DARS) and facilitate all Dormant Account claims. This includes resetting user passwords for access to the DARS portal, updating contact information for all licensees and verifying claims submitted against annual dormant submissions to substantiate the refund request.
- Coordinate the internal and external audit processes, ensuring the delivery and tracking of all required deliverables, including collating all required supporting documentation and uploading to relevant share folders and ensuring all confirmation requests are addressed in a timely manner.
- Monitor and record staff leave, verify vacation accruals for Central Bank staff on a monthly basis and provide updates to the general ledger.
- Provide other general administrative support to the Finance Department, including credit card administration, document management, upkeep of the intranet page, coordination and scheduling of the Department's internal and external meetings and training activities, and general organisation of the Department's communications.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Bachelor's degree in business administration or management or equivalent qualification from a recognised tertiary institution.
- Three (3) years of related experience.
- Proficient in the use of Microsoft Office Word, Excel and PowerPoint.
- Good oral and written communication skills.
- Good analytical skills.

Deadline: Wednesday, 6th December 2023

Interested persons should send resumes directly to hrd@centralbankbahamas.com

Only shortlisted applicants will be contacted.

