



## GOVERNMENT OF THE COMMONWEALTH OF THE BAHAMAS

### VACANCY FOR FINANCE AND ADMINISTRATION DIRECTOR THE BAHAMAS NATIONAL STATISTICAL INSTITUTE

Through the current IDB-funded Public Financial Management and Performance Monitoring Reform Project, The Bahamas National Statistical Institute (BNSI) was established on July 1, 2021, replacing the Department of Statistics as the national statistical office for The Commonwealth of The Bahamas. The change is specifically to strengthen the capacity of the BNSI and other agencies in the national statistical system to produce high quality statistics that will lead to optimal policy and decision making not only in the government sector but in private businesses and civil society organisations as well. In this regard, several technical and professional positions will become available in the BNSI over the next year.

**Currently, the Board of Directors is inviting applications from suitably qualified and experienced persons to fill the position of Finance and Administration Director in the BNSI**

#### **Description:**

The Finance and Administration Director manages and directs the accounting and financial affairs of the Institute, including preparing financial reports according to International Financial Reporting Standards (IFRS). The post-holder also performs a diverse range of administrative functions to ensure the Institute operates effectively and efficiently.

#### **Main Duties/Responsibilities:**

##### Finance

- Prepare, analyse, and present accurate and timely financial statements and reports.
- Coordinate and liaise with the external auditor and Board Finance Committee regarding the audit process.
- Oversee and lead in the preparation and management of budget.
- Ensure the board of directors and management are abreast of the Institute's financial status.

- Establish and maintain a robust contracts management and financial management reporting system.
- Develop, implement, and update all necessary business policies and accounting practices.
- Ensure compliance with relevant legislation and regulations, including the Public Procurement and Public Finance Management Acts.

### Administration

- Develop and maintain policies and procedures manuals for the department and the Institute.
- Work closely with external partners, including third-party vendors and consultants.
- Prepare and submit the department's annual work plan and report.
- Represent the Institute at meetings, conferences, and other fora.
- Participate in the recruitment and training of employees in the department.
- Ensure that buildings, grounds, equipment, and supplies are maintained and serviced.
- Oversee procurement, distribution and storage of supplies and support services such as mailing, printing, and copying; security; cleaning and maintenance.
- Create and administer budgets for supplies, equipment, and contract services.
- Prepare, negotiate, analyse, and review contracts for equipment, supplies, materials, services, and products.
- Oversee the disposal of unserviceable or surplus property according to policy of the Institute.
- Identify opportunities for cost savings, better efficiency, or other improvements; recommends and implements policy or process changes as appropriate.
- Oversee construction or renovation projects to ensure plan requirements and applicable health, safety, and legal standards are met.
- Conduct or assist with timely evaluation of department staff's performance and completion of performance appraisal reports.
- Ensure department staff have the resources necessary to perform their duties efficiently and effectively.
- Perform other duties assigned from time to time.

**Required Skills/Abilities:**

- Ability to create and manage corporate budgets.
- Excellent verbal and written communication skills.
- Proficient Microsoft Office Suite or related software, as well as budget creation and analysis software
- Excellent managerial and organisational skills.

**Education and Experience:**

- Master's degree in Accounting or Finance from a recognised institution and at least five (5) years' experience in a similar role, with a professional accounting designation.
- or**
- Bachelor's degree in Accounting or Finance from a recognised institution and at least ten (10) years' experience in a similar role, with a professional accounting designation.

**Employment Type:**

Permanent Full-time.

**Competitive remuneration commensurate with experience and qualifications.**

Interested persons should submit a cover letter and detailed resumé to [bahnatlstatfina@bahamas.gov.bs](mailto:bahnatlstatfina@bahamas.gov.bs) by the close of business on **Tuesday, November 30, 2021**, with the position for which they are applying written in the subject line. Late applications will not be accepted, and only shortlisted candidates will be contacted for an interview.