



# **Deputy Bursar (Financial Reporting & Strategic Initiatives)**

**FURTHER PARTICULARS**

# Be part of a Great West Indian Tradition

The University of the West Indies (UWI) is a well-established independent university that serves 17 countries of the Commonwealth Caribbean: Anguilla, Antigua & Barbuda, The Bahamas, Barbados, Belize, Bermuda, The British Virgin Islands, The Cayman Islands, Dominica, Grenada, Jamaica, Montserrat, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, and the Turks & Caicos Islands. [Read more ...](#)



**THE ONLY CARIBBEAN  
UNIVERSITY TO BE RANKED AMONG  
Best in the World**

## *Ranked Among the Best*

An innovative, internationally competitive, contemporary university deeply rooted in the Caribbean, The UWI is an international university, in every respect, with links extending beyond the region to well over 100 universities worldwide.

The Times Higher Education rankings in 2018 and 2019, placed The UWI as the number 1 ranked university in the Caribbean out of over 200 registered institutions across the region; and among the top 3% of some 2,000 registered universities in the wider Latin America and the Caribbean. In 2020 The UWI was ranked among the THE's top 100 "Golden Age" universities established between 1945 and 1967. [Read more ...](#)

## *About UWI*

The first of UWI's five campuses began in 1948 at Mona, Jamaica, as a College of the University of London. The St. Augustine Campus in Trinidad & Tobago was added in 1961 and UWI achieved full university status in 1962. St. Augustine was followed by campuses at Cave Hill, Barbados (1963), the Open Campus (2008), and the Five Islands Campus in Antigua & Barbuda (2019). [Read more ...](#)

## *Our 8 Faculties*

Teaching at the St. Augustine Campus takes place within eight faculties - Engineering, Food & Agriculture, Humanities & Education, Law, Medical Sciences, Science & Technology, Social Sciences, and Sport. Each Faculty offers a wide range of undergraduate and postgraduate programmes. [Find out more ...](#)

## *Get to Know Us*

Visit <https://www.uwi.edu/> to find out more about The UWI. For more on the St. Augustine Campus, visit <https://sta.uwi.edu/>. Read the latest Campus news in our monthly publication, *UWI Today* and follow us on social media [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#), [LinkedIn](#).



## About The Office of the Campus Bursar (The Bursary)

The Bursary is responsible for the efficient management of the financial resources of the Campus. There are eight Sections in the Bursary aligned to the core functions on the Campus. They are Budgets, Students & Receivables, Payroll & Staff Benefits, Suppliers & Customs, Treasury & Investments, Special Projects, Financial Reporting & Fixed Assets and Systems & Development.

### *Establishment*

The Bursary has provision for a staff complement of 107 persons including 14 Senior Administrative & Professional staff and 93 Administrative, Technical & Service Staff.

### *Tenure of Appointment*

Appointment as Deputy Bursar will normally be for (3) years in the first instance, with eligibility for consideration for renewal.

Further details may be obtained from the  
Campus Registrar,  
The University of the West Indies, St.  
Augustine, Republic of  
Trinidad and Tobago.

## Deputy Bursar (Financial Reporting & Strategic Initiatives)

The UWI, St. Augustine Campus is seeking a proactive and results-oriented professional for the post of Deputy Bursar, Financial Reporting & Strategic Initiatives.

The main duties of a Deputy Bursar are:

- assisting the Campus Bursar in all aspects of the financial management of the Campus
- providing financial policy advice to the Bursary's Financial Managers, as well as Deans and Heads of Department
- providing managerial oversight, direction and coordination for Financial Reporting & Strategy, Treasury & Investments, Special Projects and Systems & Development

More specifically, the Deputy Bursar, Financial Reporting & Strategic Initiatives is expected to support the Campus Bursar in policy and strategy formulation and management around accounting and reporting, ensuring in particular alignment with International Financial Reporting Standards.

### *Qualifications and Experience*

The successful candidate must possess a Master's degree in Accounting, Finance, Business or a closely related field, with Chartered or Certified Accountant designation.

Candidates should also possess:

- A minimum of ten (10) years post qualification working experience in a financial/accounting environment with at least five (5) years of relevant experience at a senior managerial level
- Experience in the preparation of Financial Statements to International Financial Reporting Standards
- Good knowledge of computerised accounting systems and procedures, working with Microsoft Suite – Word, Excel and PowerPoint
- Competence in budgetary control, financial and project management.
- Good knowledge of local and regional company and income tax laws
- Experience working with enterprise-wide systems on Finance and HR management

Candidates with the following would have an advantage:

- Advanced knowledge in developing, interpreting and applying financial policies
- Demonstrated advanced knowledge in financial budgeting, planning and analysis of financial investments
- Demonstrated understanding and ability to implement strategic initiatives and drive efficient use of resources

### *Special Responsibilities*

- Leading the development, update, consultation, communication, implementation and evaluation of technical policies, directives, guidelines, tools, training and briefings in the area of Bursary's accounting and financial policy and procedural manuals; and ensuring consistency with the University's Financial Code and Financial Procedures and Guidelines, Accounting principles, International Financial Reporting Standards, local government regulatory

- requirements and any other regulating policy deemed necessary for the University
- Providing Campus' Senior and Extended Management with strategic advice on resource allocation, cash management, budgeting and other financial issues
  - Providing support to the Campus Bursar for the overall oversight and review of Financial Statements prepared monthly and quarterly, as well as for the annual final audit; and co-ordinating the preparation of complex, public financial statements, including consolidation across organisations
  - Identifying and overseeing the implementation of the recommendations of the Campus Management Auditor and the Campus Audit Committee and providing support to the Campus Bursar.
  - Assisting with the development of programme and project estimates, strategic and operational plans, business plans, including the Campus' Strategic Planning exercise, and coordinating the Bursary's Operational Plan, ensuring alignment with the Campus' plan
  - Analysing, interpreting and evaluating financial and non-financial performance in relation to programme strategies
  - Evaluating accounting and reporting systems, processes, controls and procedures and reengineering improvements that ensure effective processing and system utility for all users, and assessing financial systems and applications against the needs and mandate of the organisation
  - Demonstrating advanced knowledge and ability in accounting and reporting and demonstrating a sound understanding of accounting linkages between departments
  - Researching, evaluating and advising on the appropriate accounting treatment for complex transactions (e.g., fair value determinations, depreciation of assets, financial instruments)
  - Developing cost-accounting techniques to address unique organisational needs
  - Demonstrating advanced knowledge and ability in financial policy interpretation and application and leading the implementation and evaluation of sound management frameworks and control standards that balance risk against controls
  - Demonstrating awareness of the relationship between specific issues and broader, horizontal financial policy issues
  - Serving as signatory to accounting documents and transactions
  - Demonstrating advanced knowledge and ability in financial budgeting, planning and reporting, while understanding the mechanics and processes involved with strategic resource management
  - Demonstrating advanced knowledge and ability in financial systems, processes and technology, ensuring the integration between people, applications and systems
  - Understanding the potential impact of financial and technological change on systems, procedures and processes and identifying opportunities to better align financial procedures, processes and systems to business requirements
  - Leading project teams in the development of small to medium scale financial systems projects
  - Advising and coaching Managers and staff on accounting and reporting procedures and processes
  - Representing the Campus Bursar on several committees
  - Performing the duties of the Campus Bursar in the absence of the incumbent (more than 2 days)
  - Acting for the Deputy Bursar (Operations) in his/her absence

- Any other duties as may be assigned by the Campus Bursar

### *Personal Attributes*

The Campus places high priority on individuals of integrity who can work well in a team and student friendly environment. Candidates should also possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates should also:

- Possess good managerial skills
- Be ready to function in an environment of higher learning
- Demonstrate advanced knowledge and ability in the following:
  - Management Reporting
  - Financial policy development, interpretation and application
  - Enterprise-wide financial systems, processes and technology
- Be attentive to detail and possess good problem solving and decision making skills
- Be an analytical thinker
- Display organisational awareness

#### **CORE COMPETENCIES**

- Client Focus
- Achievement Orientation
- Creativity and Innovation
- Continuous Learning
- Communication
- Resource Management

#### **LEADERSHIP COMPETENCIES**

- Business Acumen
- Strategic Thinking
- Adaptability
- Decisiveness
- Developing Others
- Team Leadership

## Remuneration Package

### *Annual Salary Range:*

Deputy Bursar:

Minimum: TT\$ 387,120.00 per  
annum

Maximum: TT\$ 428,760.00 per  
annum

### *Benefits:*

- Special allowance of 6% of basic salary;
- Up to five economy class passages plus baggage allowance of US\$3,000.00 (TT\$ equivalent) on appointment and normal termination;
- Unfurnished accommodation at 10% or furnished at 12½% of basic salary, or housing allowance of 20% of basic salary to staff making own housing arrangements;
- UWI contribution of equivalent of 10% of basic salary to Superannuation Scheme;
- Annual Study and Travel Grant (available after first year of service); -TT\$20,717.00 per annum
- Institutional Visit Allowance – TT\$7,200.00 per annum
- Book Grant – TT\$6,000.00 per annum
- Contributory Health Insurance – 50%
- Group Life Insurance Scheme

### *As Campus Bursar*

- Entertainment Allowance – TT\$14,400.00 per annum
- Transportation Allowance of TT\$6,770.83 per month

*The Registry  
St. Augustine  
File # 67/69/2  
2022 March  
/ab*