



## **FINANCIAL INTELLIGENCE UNIT(FIU)**

### **VACANCY FOR ACCOUNTANT**

The Accountant, under supervision of the Director, and Deputy Director will be responsible to uphold the financial integrity and precision of the Belize Financial Intelligence Unit's (FIU) financial records. The person engaged will be responsible for ensuring that all financial transactions within the FIU are recorded with accuracy and compliance with the applicable accounting standards. The Accountant will also be responsible for the maintenance and reconciliation of general ledgers, preparation of financial statements, analysis of departmental budget, preparation of the FIU's annual budget, arrangements of external audits and the facilitation of a cohesive financial management system for the FIU.

#### **Qualifications/Experience/Skills**

The person engaged in this position must possess the following qualifications, experience, and skills:

**QUALIFICATION REQUIREMENTS:** The requirements that follow are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

#### **EDUCATION & EXPERIENCE:**

- **MINIMUM REQUIREMENTS:** Bachelor's degree in accounting or related field with a minimum of three (3) years accounting experience in a supervisory capacity.

#### **KNOWLEDGE & SKILLS:**

- Must be computer literate.
- Excellent interpersonal skills.
- Excellent communication skills in both written and verbal format
- Knowledge of financial and accounting software.
- Ability to work diligently in completing work.
- Ability to manage complexities, shift priorities and able to work effectively.
- Ability to make decisions.

#### **Core Duties**

- **Financial Record Management:** Ensure meticulous maintenance of the FIU's books of accounts using accounting software applications. This includes the accurate recording of all financial transactions and the upkeep of the General Ledger to support the integrity of financial data.
- **Financial Reporting:** Generate timely monthly financial reports with comprehensive supporting schedules. Perform variance analysis and reconcile subsidiary reports with the General Ledger to ensure consistency and transparency.
- **Reconciliations:** Conduct monthly bank account and credit card reconciliations and resolve outstanding items promptly to maintain accurate and current records.
- **Financial Analysis:** Develop and analyze statistical and accounting information to assess the FIU's operating results, including performance against the budget. This analysis will aid in making informed financial decisions and strategic planning.
- **Fiscal Controls:** Establish and enforce fiscal controls and procedures within the finance department to safeguard the organization's assets and ensure the reliability of financial information.
- **Budget Assistance:** Play a pivotal role in the preparation of the annual budget, ensuring that it aligns with the FIU's strategic goals and provides a clear framework for financial operations.
- **Daily Financial Operations:** Manage daily accounting duties with precision, including accounts payable, bank account management, foreign exchange transactions, and addressing finance-related queries.



- **Payroll Processing:** Accurately prepare and process the FIU's payroll, ensuring compliance with tax laws, social security requirements and any other employment laws or regulations.
- **Tax Reporting:** Prepare accurate tax reports, including Payroll Tax Returns, in compliance with local laws and regulations.
- **Communication and Leadership:** Communicate clearly and effectively with the FIU's management and staff regarding financial expectations, productivity, and accountability, providing leadership and fostering a culture of financial awareness and discipline.

**OTHER DUTIES & RESPONSIBILITIES ASSIGNED**

The incumbent is required to work a standard work week (40 hrs.); however, there may be times when they will be required to work evenings, weekends, and overtime.

- **Processes and Procedures:** Ensure that all processes are in compliance with International Financial Reporting Standards (IFRS). Implement and supervise controls and procedures relating to financial management.
- **Recommend Changes:** Recommend any changes to improve the areas of weakness in the Finance Department.
- **Supervisory responsibility:** Carries out supervisory responsibility in accordance with the Organization's policies and applicable laws.

**Salary and Benefits:** Negotiable, depending on qualifications and experience. Further details of salary and benefits will be provided during the interview session.

Interested persons can submit their (a) letter of application, (b) resume, (c) copy of a valid ID, (d) three letters of recommendations and (e) police record, to the Human Resources Manager, Financial Intelligence Unit, P.O. Box 2197, Belize City, Belize or email to **secretary@fiubelize.org** no later than **May 10, 2024**.