



**BVI AIRPORTS AUTHORITY
BEEF ISLAND
BRITISH VIRGIN ISLANDS**

VACANCY NOTICE NO. 4 OF 2009

The BVI Airports Authority Limited (BVIAA) invites applications from a qualified individual(s)/or firm for the position of **Financial Comptroller**/or to provide financial and managerial accounting services.

SALARY: Commensurate with qualification and experience.

JOB FUNCTIONS AND RESPONSIBILITIES

- Administer and monitor the financial system to ensure that BVIAA's finances are maintained in an accurate and timely manner.
- Oversee the accounts payable and accounts receivable systems to ensure complete and accurate records of all moneys.
- Manage employee files and records to ensure accurate payment of benefits and allowances.
- Manage the bi-weekly payroll to ensure that employees are paid in an accurate and timely manner.
- Ensure the timely preparation of financial statements, provide an analysis of the information being reported, and bring the Managing Director and Finance Committee of the Board up to date on the critical areas that need close attention.
- Manage all of the BVIAA's accounts, including interest bearing investments.
- Participate in and advise on the preparation of scheduled reports in respect of special projects and development programmes.
- Define accounting policy for the BVIAA in consultation with the Managing Director.
- Establish and maintain quarterly budget reviews and systems control, and implement policies and procedures to guide Department Heads in the monitoring and control of their department's budgets.
- Provide efficient and effective office management of the Finance Department.
- Perform other related duties as required.

MINIMUM QUALIFICATION & EXPERIENCE

Applicants should have the following:

- Bachelor's Degree in Finance or Accounting
- CPA and/or equivalent experience would be an asset

KNOWLEDGE

Applicants must have proficient knowledge in the following areas:

- Computerized accounting programs, in particular, Quick Books
- Accounts payable and accounts receivables
- Generally accepted accounting principles
- Preparation of financial statements and reports
- Payroll systems and reporting
- An understanding of relevant municipal legislation, policies and procedures
- Office Administration

SKILLS

Applicants must demonstrate the following skills:

- Supervisory and leadership skills
- Excellent accounting skills
- Excellent analytical and problem solving skills
- Excellent computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level
- Effective verbal, writing and listening skills

Applications should be submitted to the Managing Director, BVI Airports Authority by **Friday, 27th November, 2009.**

Application forms can be collected at the BVI Airports Authority's Administration Complex, Beef Island; situated at the base of the Tower at the Terrance B. Lettsome International Airport or on the Authority's [website bviala.com](http://bviala.com)

British Virgin Islanders or Belongers preferred.

BVI Airports Authority
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