



**THE UNIVERSITY OF THE WEST INDIES  
MONA, JAMAICA, WEST INDIES**

The University of the West Indies (UWI) is a dynamic, international institution serving the countries of the Commonwealth Caribbean. Its faculties and institutes offer a wide range of undergraduate, masters and doctoral programmes in Humanities and Education, Science and Technology, Engineering, Law, Social Sciences, Medical Sciences and Sport, within the region and has been responsible for producing outstanding leaders who have made remarkable contributions to regional development.

Applications are invited from suitably qualified individuals for the post of **Deputy Campus Bursar, Mona.**

Reporting to the Campus Bursar, the successful candidate is expected to support the Bursar in the all aspects of financial management and planning for the Campus and in particular work with the Faculties, Institutes and Centres as well as the Campus Administration to ensure adherence to The UWI's internal policies as well as generally accepted accounting practices and standards.

The successful candidate is expected to perform the following duties:

- Manage Bursary teams as assigned, in particular treasury related operations.
- Participate in the development of strategic goals and objectives aligned with The UWI's strategic plans and direction.
- Oversee the preparation of the Campus financial Budgets for participating governments.
- Manage the data analytics of all financial inputs for the creation and monitoring of long-term financial forecasts, financial plans and models.
- Liaise with stakeholders as a Campus senior management representative.
- Manage aspects of the annual financial audit and periodic internal audits.
- Provide technical financial guidance on matters impacting the financial wellbeing of the Campus and wider University.

**Qualifications and Experience**

- Chartered Accountant or its equivalent from a globally recognised professional accounting body (e.g., CPA, CA, CFA)
- Master's Degree in Accounting or a related discipline.
- Seven years senior management experience within a large dynamic financial environment.
- Knowledge of structure of The University of the West Indies, its rules and regulations, its systems including their enterprise software will be an asset.

Applicants are required to submit their curriculum vitae, giving full particulars of qualifications, experience, the names and addresses of three (3) referees (one of whom should be from your present organization) and copies of academic qualifications.

Applications should be sent to the **Attention: University Registrar, Office of Administration, The Vice-Chancellery, The University of the West Indies, Regional Headquarters**, by electronic mail to [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)

The final date for receipt of applications is **April 30, 2024.**

The successful candidate is expected to assume duties **August 1, 2024.**

**The University thanks all applicants. However, due to the volume of applications, only shortlisted candidates will be contacted.**

**The University of the West Indies, Mona Campus..... Inspiring Excellence, Producing Leaders**