# THE UNIVERSITY OF THE WEST INDIES
# GLOBAL CAMPUS

## ADVERTISEMENT

**ACCOUNTING SUPERVISOR**
**TREASURY AND RISK MANAGEMENT**
**(Administrative Assistant Level)**
**OFFICE OF FINANCE**
**BARBADOS**

The **Accounting Supervisor** will provide critical support services for the activities for which the Financial Manager has direct responsibility. This member of the Finance Team is to be integrally involved in ensuring the effective functioning of the operational areas falling under the treasury and risk management function. This is in accordance with The UWI Financial Code, Financial Procedures and Guidelines and Global Campus specific procedures.

The Accounting Supervisor will work with the Financial Managers and liaise with all divisional Heads within the Global Campus, to ensure financial policies and procedures are adhered to and ensure that the Banner Accounts Finance system and related modules are monitored, as required by the Office of Finance.

### QUALIFICATIONS/EXPERIENCE

- A Bachelor's Degree in Accounting or currently at the professional stage of the ACCA or equivalent professional accounting qualifications from a recognised institution would be an asset.

- A minimum of three (3) years supervisory experience in an accounting environment.

- Proficiency in computer processing for accounting systems and Microsoft suite of applications (in particular Microsoft Excel and Microsoft Word).

- Work experience in banking would be an asset.

### KEY COMPETENCIES/SKILLS

- Good interpersonal, writing and communication skills.

- Good analytical skills.
- Good work ethics and values.
- Good team spirit and support.
- Have a good record of taking initiative, being innovative and possessing problem-solving skills.
- Proficiency in the Global Campus' ERP systems (Banner, ARGOS, Microsoft Office Suite and other software).
- Willingness to accept responsibility for assigned tasks.
- The ability to work with minimum supervision.
- The ability to get accurate, thorough and organized results in accordance with standards.
- The ability to deliver in accordance with strict reporting deadlines.
- The ability to function in a highly interactive and diverse customer-focused environment.

**JOB RESPONSIBILITIES**

**BANKING TRANSACTIONS & RELATED ACTIVITIES**

- On the authorisation of the Chief Financial Officer, Financial Manager, Treasury & Risk Management or designate, initiate for online approval:
    - Inter-bank funds transfers;
    - Inter-campus funds transfers;
    - Wire transfer payments to staff and suppliers of goods and services.
- Ensure that the tracker for recording all Treasury initiated transfers are being accurately updated on a weekly basis.
- Ensure that all related journals are prepared and submitted for review and approval to post in accordance with the stipulated timelines.
- Assist in resolving bank queries and unidentified transactions with respective banks.
- Assist in preparing campus cash flow projections and computation of cash positions when required.
- Maintain files for documentation relating to account signatories and approval limits.

- Complete banking forms for changes in signatories; for signoff and submission to financial institutions.

- Build and maintain relationships with key personnel at banks and other financial institutions.

- Preparation of Recurrent Government Contributions (RGC) Schedules.

**GOVERNMENT CONTRIBUTION BILLINGS & RECEIPTS**

- Prepare monthly, journal entries to record set billings for Government Contributions for review, approval and posting.

- Maintain monthly updating of Government Contribution Receipts Tracker Schedule.

- Track and obtain any missing supports from Centre.

- Update folders with required allocation supports from Centre.

- Prepare journal entries to record receipts of all Government Contributions for review, approval and posting.

- On notification and receipt of relevant documentation, prepare journal entries to record Write Offs/Backs and ECL adjustments of Government Contribution Accounts for review, approval and posting.

- Complete the Government Contribution GL Reconciliation Schedule for review and approval.

- Communicate with staff at the Centre Office of Finance to obtain clarification on Government Contribution receipt transactions, when necessary.

**GOVERNMENT STATUTORY RETURNS**

- Prepare returns for VAT refunds and any other similar refundable taxes for review and sign off by the Financial Manager Treasury & Risk Management or Chief Financial Officer.

**INSURANCE**

- Support the Financial Manager Treasury & Risk Management in ensuring that an adequate system is in place for the timely reporting of loss or damage to insured assets and other insured liabilities.

- Ensure timely follow up of insurance claims with insurers as required.

- Assist as required on other insurance matters.

- Ensure the timely posting of Journal entries to record accounting entries relating to insurance expenditures, prepayments and claim events.

**LOANS & RISK MANAGEMENT**

- Maintain monthly the Loans Payable Schedules (short term and long term).

- Prepare for review and approval the Journal entries to record postings relating to all loan payments accruals and adjustments.

- Provide support in monitoring and maintaining set risk management measures and practices.

**INVESTMENTS**

- Provide support in monitoring the movements on all investment holdings.

- Prepare required adjustment journals to record movement in reporting balances.

**GENERAL**

- Ensure compliance with the Financial Code and related documents with respect to the financial operations of the Global Campus.

- Prepare schedules to meet monthly financial reporting deadlines as well as interim and year end audit timelines, as required.

- Make recommendations for improvement in operational efficiency.

- Work with team members towards timely output of unit deliverables and assist with ad hoc requests as may be required from time to time.

- Undertake any other related duties that may be assigned by the Chief Financial Officer or relevant managers.

**Applications should be made via**
**The UWI Global Campus, Online Application Form:**
**https://www.global.uwi.edu/hrd/forms-documents**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – December 31, 2025**