



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

DEPUTY CAMPUS BURSAR (MONA)

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

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 research 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.

Reporting to the Campus Bursar, the successful candidate is expected to support the Bursar in all aspects of financial management and planning for the Campus and in particular work with the Academic 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 (GAPP).

The main duties of a Deputy Bursar are to:

- Assist the Campus Bursar in all aspects of the general administration and control of the financial management of the Campus.
- Provide financial policy advice to the Bursary's Financial Managers and staff, as well as Executive Management, Deans, Heads of Departments and Directors, Staff and Students.
- Provide managerial oversight, direction and coordination for Treasury & Investments, Billings and Collections and Accounts Payable and Procurement.
- Manage aspects of the annual audit and periodic internal audits.

Qualifications and Experience:

- Master's degree in Accounting, Finance, Business or related field.
- Chartered Status (Chartered Accountant (CA) and/or Certified Accountant (ACCA) would be advantageous;
- A minimum of ten (10) years' working experience in an accounting/financial environment, five (5) of which should be of relevant post-qualification experience at a Senior Manager level;
- At least five years' experience of budgetary control, pricing, financial reporting standards and the application of modern accounting techniques;
- Good working knowledge of local and regional company and income tax laws;
- Experience working with enterprise-wide systems on Finance and HR management such as Banner Finance and PeopleSoft HRM and Microsoft Office Suite;
- Experience implementing strategic initiatives and driving efficient use of resources;
- At least five years' experience working in a unionised environment.

Competencies include:

- Proven knowledge of accounting procedures, guidelines and standards including IFRS.
- Experience in budgetary control, financial and project management accounting.

• Financial Budgeting, Planning and Reporting • Client Focus	• Financial Policy Development, Interpretation and Application • Financial Systems, Processes and Technology
Analytical Thinking	• Decision Making
• Interactive Communication • Work Ethics and Values • Strategic Thinking • Using Information Technology	• Relationship Building • Project Management • Team Leadership • Continuous Learning

Application forms may be obtained at <https://uwi.edu/jobs/> on The UWI’s website. Full details of the remuneration package including Further Particulars may be obtained from the Office of Administration by contacting us on **email: hrapplications@uwi.edu**. Applicants are required to submit detailed applications giving **i)** full particulars of qualifications and experience, biodata; and **ii)** the names, titles, mailing and e-mail addresses and telephone numbers of three (3) referees should be sent as soon as possible to the: **UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, UNIVERSITY OF THE WEST INDIES, MONA, KINGSTON 7, JAMAICA, W.I., E-mail: hrapplications@uwi.edu**.

The closing date for receipt of applications is **April 5, 2026**.

Kingston Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 77 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses. The Regional Headquarters has a picturesque view of the blue mountain, located at Mona, the oldest campus of the university, which encompasses 653 acres of land nestled in a lush valley that was once home to two large sugar estates. Several statues and murals depict its vibrant artistic community and the university's landscape is dotted with historical ruins such as the aqueduct and water wheel, reflecting its plantation origins.

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.