



## **EMPLOYMENT OPPORTUNITY**

The **Belize Trade and Investment Development Service (BELTRAIDE)** is a statutory body of the Government of Belize mandated to perform functions and duties related to:

- 1) Investment Generation and Business Facilitation & Aftercare
- 2) Trade Promotion and Export Development
- 3) Enterprise Development and Entrepreneurship
- 4) Skills Training & Job Preparedness

**BELTRAIDE** operates within the portfolio of the **Ministry of Economic Development, Petroleum, Investment, Trade and Commerce**.

BELTRAIDE is seeking the services of a suitably qualified and experienced person for the post of **FINANCE OFFICER**. The successful applicant will be responsible for all areas relating to financial reporting, practices and procedures, to ensure accurate and timely financial statements. Additionally, he/she will provide support to **all** Program Activities, assist with projections, and conduct cost/benefit analysis on potential program activities to be undertaken.

### **MAIN RESPONSIBILITIES:**

#### **Administration and Monitoring of the Financial System**

1. Prepare and submit annual budget (revenues and expenditures);
2. Establish, maintain, and reconcile the general ledger;
3. Prepare and submit monthly financial statements including reconciled bank statements;

#### **Maintenance of the Accounts Payable and Receivable Systems**

1. Issue, code and authorize purchase orders;
2. Reconcile the accounts payable/receivable and weekly deposits;
3. Prepare journal summaries;

#### **Administration of Employee Financial Records**

1. Administer benefit entitlements and verify and report on benefits payments;
2. Prepare and issue income tax slips;
3. Manage the group plan insurance scheme.

#### **Administration of the Bi-weekly Payroll**

1. Calculate employee salaries, deductions and contributions;
2. Enter payroll information into the computerized accounting system;
3. Prepare, review and file payroll summaries, journals and reports;



**KNOWLEDGE & SKILLS:**

- ✦ Knowledgeable of Generally Accepted Accounting Principles
- ✦ Knowledgeable of computerized accounting programs
- ✦ Knowledgeable and experienced in dealing with Accounts Payables/Receivables
- ✦ Efficiently work under pressure (with deadlines) and handle multiple assignments
- ✦ Excellent oral/written communication skills

**QUALIFICATIONS:**

The successful applicant must possess:

- ✦ A minimum of a Bachelor's Degree in Accounting or related field
- ✦ Minimum of three (3) years' experience in related work

**SALARY:**

An attractive package, commensurate with qualifications and experience, is being offered.

**APPLICATION PROCESS:**

Letters of Application are to be addressed to:

Ms. Lejia Melanie Gideon

General Manager

Belize Trade and Investment Development Service (BELTRAIDE)

#14 Orchid Garden

City of Belmopan

Belize

melanie@belizeinvest.org.bz

CC: freda@belizeinvest.org.bz

**APPLICATION SHOULD INCLUDE:**

- a) Proof of educational qualification (copy of certificate of highest educational qualification)
- b) Proof of work experience with two letters of reference, one from a most recent employer

**CLOSING DATE & TIME**

Applications accepted until **5:00 p.m. on Friday 16<sup>th</sup> June, 2017.**