



STAFF ACCOUNTANT (PART-TIME)

The Staff Accountant is responsible for ensuring that accurate and timely financial information is available and adequate controls are applied in accordance with Financial Instructions. Under the direction of the Chief Executive Officer, the Staff Accountant is responsible for the financial management of resources at the Health Council. They assist with strategic planning, budgeting processes, and financial and managerial accounting. The post holder will be required to work a minimum of 5 hours per week with increased frequency during audits.

Responsibilities

- Review financial information and prepare monthly reports
- Authorize disbursement for all salaries and benefits within proper controls
- Provide financial monitoring of operational grants
- Ensuring monthly invoice processing and reconciliations including periodic review of expenses
- Prepare unaudited Financial Statements, working papers and correspondence with Auditors
- Assist with budget preparation and prepare monthly variance analysis
- Correspond with banks and other stakeholders as required
- Any tasks as designated by the Corporate Office Coordinator or CEO

Qualifications

- Professional accounting designation
- Registration with the Chartered Professional Accountants of Bermuda
- A minimum of four years' post-qualification experience
- Experience in a government accounting environment is an asset

Key Knowledge, Skills and Abilities Required

- High level of integrity
- Excellent decision making and problem solving skills
- Proficiency in QuickBooks and MS Office Suite
- Excellent communication and interpersonal skills, and highly developed writing skills
- Excellent problem solving skills and ability to prioritise among competing tasks
- Excellent organizational and time-management skills, and proven ability to meet deadlines
- Excellent work ethic and professional conduct

Interested persons should apply in writing, enclosing a detailed resume and cover letter to:

Corporate Office Coordinator
Bermuda Health Council
P.O. Box HM 3381

Hamilton, HM PX

Email: tkscarlington@bhec.bm

Closing date: 24th September 2015