



EASTERN CARIBBEAN SECURITIES EXCHANGE LIMITED

V A C A N C Y

Job Title: MANAGER, ACCOUNTING AND FINANCE DIVISION

Level: Management

Reports to: Managing Director

Job Summary:

Under the direction of the Managing Director, the Manager, Accounting and Finance Division shall be responsible for the general supervision and direction of the Division's staff to ensure the efficient and effective day-to-day management of the Accounting and Finance functions of the ECSE Group, in accordance with its by-laws, rules, regulations, standards and mission statement.

Responsibilities:

The main responsibilities of this position include:

1. Planning, co-ordinating and leading the activities of the Division.
2. Managing the Budgeting, Finance, Accounting and Procurement functions.
3. Preparing periodic Management, Board, Regulatory, and Statutory and other ad hoc reports.
4. Working with the external auditors to ensure correct and timely closing and reporting of audits.
5. Developing staff by setting goals, managing performance, providing ongoing training and maintaining strong employee relationships.
6. Assessing current procedures and practices and making recommendations for improvement.
7. Other duties as outlined by the Managing Director.

Requirements;

1. A Bachelor's Degree in Accounting, Finance, Commerce, Economics, or other related field, AND a Master's Degree in Accounting, Finance, Business Administration or other related field, or a professional accounting qualification.
2. A minimum of 5 years of management experience, preferably within a financial institution.
3. An in-depth understanding of corporate, financial and risk management practices and standards.
4. Experience in, or a good understanding of, the securities industry.
5. Computer literacy and experience with financial software programs.
6. Strong leadership, decision making, analytical, and organizational skills to drive and achieve business results.
7. Excellent verbal and written communications and interpersonal communication skills.
8. Be an energetic high achiever with a high level of maturity and self-motivation.
9. Must possess sound judgement, be detail oriented with a passion for accuracy.

Salary is commensurate with qualifications and experience.

Interested persons should email a completed "[ECSE Application for Employment](#)" form, available on the ECSE's website (www.ecseonline.com), together with their curriculum vitae, **two (2)** original references, **certified** copies of certificates and official university transcript(s), to recruitment@ecseonline.com.

Applications can also be submitted via mail to the following address:

**The Managing Director
Eastern Caribbean Securities Exchange
P O Box 94
Basseterre
St Kitts**

Deadline for applications is **31st October 2023**.