



**THE UNIVERSITY OF THE WEST INDIES  
OPEN CAMPUS**

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**FINANCIAL MANAGER – TREASURY AND RISK MANGEMENT  
OFFICE OF FINANCE**

**JOB SUMMARY**

The **Financial Manager – Treasury and Risk Management** is responsible for overseeing the effective management of the Campus bank accounts, banking relationships, investments, banking transactions, compliance with government financial filings, insurance coverage as well as submission and follow up on insurance claims. The Financial Manger will be required to provide management with documents and reports relating to all areas of oversight in a timely manner.

**QUALIFICATIONS AND EXPERIENCE**

- A Master's Degree in finance or accounting, or professional certification in finance or accounting.
- At least five (5) years relevant post qualification experience.
- Should possess sound accounting knowledge and familiarity with pertinent international accounting standards.
- Certification in risk management would be a distinct advantage

**PERSONAL ATTRIBUTES**

- Excellent managerial and leadership skills.
- Excellent verbal and written communication skills.
- Strong computer skills.
- Good interpersonal skills.

## **MAJOR RESPONSIBILITIES**

### **BANKING & INVESTMENTS**

- Monitor all aspects of Campus cash flows.
- Prepare regular cash flow forecasts to inform management decision making.
- Prepare cash flow projections/scenarios to inform financial planning.
- Monitor all bank account balances to inform daily decisions regarding movement of funds and settlement of Campus financial obligations.
- In collaboration with the Chief Financial Officer (CFO) determine the allocation and transfer of funds across Campus locations.
- Keep abreast of changes to banking services and initiate and oversee the implementation of same to enhance operational efficiency.
- Management of investment of Campus Restricted and Unrestricted funds.
- Collaborate with the CFO in negotiating financing facilities for the Campus.
- Monitor activities to ensure compliance with the terms of any Campus loans or financing facilities.
- Manage relationships with financial service providers.
- Manage all matters relating to the opening and closing of bank accounts.
- Establish and cancel credit card facilities when required.
- In consultation with the CFO ensure that all access to Campus bank accounts and details of banking transactions are properly authorised.
- Recommend changes to investment policies based on changes to market conditions.
- Negotiate and monitor bank service fees.
- Ensure the effective management of foreign currency and foreign currency transactions.

### **CASHIERING & PAYMENT PROCESSING**

- Ensure that the operation of cashiering both internal and external to the Office of Finance are effectively and efficiently operated.
- Ensure that the processing of cheque payments and electronic payment transactions are effectively and efficiently handled.
- Ensure adequacy of security and controls relating to all aspects of the operation of cashiering and payment processing activities.

### **INSURANCE**

- Ensure adequacy of Campus insurance coverage relative to all risks.
- Recommend for management consideration ways to mitigate risk and reduce insurance costs.
- Submit insurance claims for processing and ensure timely follow up with broker.

## ACCOUNTING & REPORTING

- Ensure the accuracy of all accounting journals relating to bank transactions including receipt of government contributions and inter-bank transfers and the timely approval and posting of same.
- Ensure the timely preparation of all schedules required for monthly reporting.
- Ensure the timely preparation of all schedules required for external audit purposes.

## POLICIES & PROCEDURES

- Ensure compliance with the University Financial Code and related procedures.

## OTHER

- Recommend and implement operational improvements for all areas for which responsible.
- Evaluate staff on a timely basis.
- Undertake any other duties as may be required from time to time.

Applications should be made on forms obtainable from The UWI Open Campus website: <http://www.open.uwi.edu/hrmd/employment-opportunities> and sent via email as soon as possible, along with up-to-date curriculum vitae to:

Director Human Resources  
C/o The University of the West Indies  
Open Campus

Via Email: [human.resources@open.uwi.edu](mailto:human.resources@open.uwi.edu)

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – October 4, 2019**

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## PARTICULARS

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### FINANCIAL MANAGER TREASURY AND RISK MANGEMENT

#### GENERAL

1. The University of the West Indies Open Campus serves the following English-speaking Caribbean countries:

Anguilla	Grenada
Antigua & Barbuda	Jamaica
Bahamas, The Commonwealth of	Montserrat
Barbados	St. Christopher & Nevis
Belize	St. Lucia
Bermuda	St. Vincent & The Grenadines
British Virgin Islands	The Republic of Trinidad & Tobago
The Cayman Islands	Turks and Caicos
The Commonwealth of Dominica	

2. The University began teaching in 1948 at Mona in Jamaica as a University College affiliated with the University of London, and became independent in 1962. The University is now a dual mode institution offering teaching by distance education as well as face-to-face. The University has campuses at Mona in Jamaica, St Augustine in Trinidad and Cave Hill in Barbados, Five Islands in Antigua and Barbuda and University Centres in most of the above countries. The UWI on-campus student population is currently over 50,000 full-time equivalent students.
3. In a major initiative to grow our student population and service the widely dispersed needs of country partners, the University has launched the Open Campus, an entity that is built on our success in distance education and continuing studies throughout the Caribbean. The current population of our distance students and continuing education students is over 20,000 and the Open Campus is aggressively developing new programmes to increase student enrollment. The Open Campus currently employs a wide variety of distance delivery methods and has 52 education centres in 16 different English-speaking countries and a staff of almost 400 professionals to support our growing student population.

#### OPEN CAMPUS

4. The UWI Open Campus works with faculty on the four residential campuses, as well as with other tertiary institutions and development agencies throughout the Caribbean to design, develop and deliver quality programmes by distance to meet the academic and professional development needs of the people of the Caribbean.

5. The Office of the Chief Financial Officer is located at the Open Campus in Barbados, Cave Hill. There are three functional areas within the Office of Finance: Budget and Projects, Treasury and Risk Management and General Accounting.

## **CATEGORY**

6. This position is in the Professional Category.
7. The initial appointment would be at the Assistant Lecturer/Lecturer Level depending on experience and qualifications.

## **WORK LOCATION**

8. The Financial Manager can be based at any country with an Open Campus Site.

## **WORK ENVIRONMENT**

9. The job incumbent must be able to work in a complex virtual team and technical team environment.
10. The incumbent will live and work in one country and manage and collaborate with others located throughout the Caribbean.
11. The incumbent must be able to engage others in team meetings, manage projects, develop ideas, and supervise the work of others using a variety of ICT and collaborative web tools.

## **REPORTING**

12. The Financial Manager will report to the Chief Financial Officer of The UWI Open Campus.

## **TENURE**

13. Appointment will be for three (3) years in the first instance.