



CITIZENSHIP BY INVESTMENT UNIT

1st Floor, Ministry of Finance Building, P.O. Box 597, Golden Rock, St Kitts, St Kitts and Nevis, West Indies

FINANCE OFFICER

CIU is looking for a **Finance Officer** to assist with the preparation and maintenance of CIU's accounting records and reports and to ensure that the accounting function is efficient. Under supervision, this person will perform a variety of administrative general business, financial and accounting tasks.

Duties & Responsibilities

- **General records** - maintain and update business and financial records.
- **General business** - prepare and process general business documents e.g., bills, invoices, receipts.
- **Financial record keeping** - prepare and post daily journal entries based on given guidelines for completeness and accuracy. Maintain a fixed asset register. Maintain all accounting schedules. Ensure accounting general ledger postings are included in the appropriate accounting period. Update records and post end-of-month entries, to include accruals, prepaids, depreciation, etc.
- **Verification** - verify accuracy and completeness (including signatures) of documents. Examine documents for adherence to prescribed policies and procedures.
- **Reconciliations** - complete general ledger account reconciliations, examine outstanding items and discrepancies, and ensure adequate follow-up through resolution. Perform monthly balance sheet reconciliations. Perform monthly bank reconciliations.
- **Accounts payable** - responsible for accounts payable functions, including dealing with vendors and preparing cheques for signature.
- **Reporting** - assist with preparation of monthly, quarterly and annual financial reports. Compile spreadsheets and other documents, as needed. Report financial discrepancies and errors.
- **Budget** - assist with budget preparation, expense review and budget vs. actual monthly reviews.
- **Audits** - assist with the preparatory work prior to internal/external audits or regulatory examinations. Prepare documents and files requested by internal/external auditors and regulatory examiners. Act as a resource during the audits/examination.
- **Filing System** - maintain and update an accurate filing system for efficient document retrieval.



CITIZENSHIP BY INVESTMENT UNIT

1st Floor, Ministry of Finance Building, P.O. Box 597, Golden Rock, St Kitts, St Kitts and Nevis, West Indies

- **Customer service** - provide quality customer service. Answer phone calls and emails.
- Achieve or exceed key performance indicators (KPIs) set by executive leadership.

Qualifications & Experience

- 2+ years related experience.
- Diploma or degree in accounting or Associates degree with accounts coursework
- Experience with general ledger functions
- Knowledge and experience with financial statement preparation, purchasing, accounts receivable and accounts payable.
- General knowledge of accounting standards and principles (IFRS, GAAP).

Person Specifications

- Must be able to maintain strict confidentiality in performing the duties of the position
- Strong mathematical, statistical and analytical skills
- Strong verbal, written and visual communication skills
- IT skills, including fluency with advanced features of various software applications including proficiency with Microsoft Office Suite and other database software/applications.
- Ability to work under pressure and towards deadlines
- Ability to work effectively in a team
- Excellent organizational and time-management skills
- Ability to maintain a high degree of accuracy
- Strong eye for nuance and detail.



SK&N
St Kitts & Nevis
CITIZENSHIP BY INVESTMENT

CITIZENSHIP BY INVESTMENT UNIT

1st Floor, Ministry of Finance Building, P.O. Box 597, Golden Rock, St Kitts, St Kitts and Nevis, West Indies

To Apply

Please submit your CV and a cover letter attention:

Attention: The Board of Governors of Citizenship By Investment

P.O. Box 597
1st Floor Ministry of Finance Building
Golden Rock
St Kitts, West Indies

Online Applications:

Email: boardofgovernors@sknciu.com