

# VACANCY



Two (2) vacancies exist at Belize Electricity Limited for the post of **Supervisor** in the Finance Department (Belize City).

## **Duties:**

- Administration of the Company's payroll, daily cash reports and verification of all project transactions.
- Assist in the preparation of reports and statements, accounts clearing and analysis and reconciliation of all subsidiary modules.
- Administrate capital and expenditure projects of the Company and support other departments with respect to financial inquiries.
- Conduct project accounting analysis.
- Process monthly reconciliation to the GL accounts and fixed assets register.
- Input updated monthly forecasts in each project and reconcile to master schedule.

## **Qualifications:**

- Bachelor's Degree in Business Administration or Accounting with five years' experience in accounting.
- Completion of the Foundation Stage of the ACCA Chartered Certified Accountancy Program.

## **Requirements:**

- Demonstrate proficient level of professionalism and ethics
- Proficient knowledge in accounting, with a broad understanding of technical issues and ability
- Stakeholder relationship management
- Project Management
- Good communication and report writing skills
- Result driven and meticulous
- Be adaptable to changes
- Be a team player who is assertive with good interpersonal skills

**Salary:** In accordance with the Company's Salary Structure.

Send application letter, résumé and two (2) recent letters of reference to:

Manager, Human Resources  
Belize Electricity Limited  
P.O. Box 327  
2½ Miles Philip Goldson Highway  
Belize City, Belize

OR:

[Career.Opportunity@bel.com.bz](mailto:Career.Opportunity@bel.com.bz)

Deadline: **Friday, June 15, 2018**