CAREER OPPORTUNITY

Belize Electricity Limited (BEL) is the primary distributor and the only licensed public provider of electricity in Belize. Our Mission is to deliver safe, reliable, and sustainable energy solutions to enhance the quality of life and the productivity of enterprise and to support national development.

We are looking for a highly motivated, goal-oriented, responsible, and committed person to join our team in the role of **Cost Analyst** in the **Transmission & Interconnection Project Department** of our **Transmission & Interconnection Division.**

Job Location: Magazine Road Compound, Belize City

Primary Responsibilities

- Lead the preparation, consolidation, and review of the department budgets and support documentation.
- Compile and prepare forecast information and adjust to reflect revised plans in the Company's financial system.
- Prepare financial reports as required to monitor the department's progress/performance in meeting financial targets.
- Support long-term financial planning through scenario analysis and cost projections.
- Prepare and submit monthly, quarterly. And annual financial reports including OPEX, CAPEX and project expenditure reports.
- Analyze budget variances, cost overruns, and expenditure trends providing clear explanations and other updates as required.
- Provide department personnel with training and support on financial management, correct application of project numbers.
- Monitor expenditures for accuracy and correct reporting including timesheets and purchase orders.
- Provide end-to-end financial oversight for projects, including:
  - Monitoring expenditures against approved budgets.
  - Tracking contract payments and commitments
  - Ensuring alignment with funding agreements and project milestones
- Collaborate with Project Managers to provide cost schedules, budget breakdowns, and financial inputs for project execution.
- Support the department's IFI procurement process by reviewing financial documents submitted by prospective bidders.
- Support the preparation of financial documentation for grant funding and loan applications, including cost estimates and budget justifications.
- Manage and track grant funded project expenditures, ensuring compliance with IFI requirements and approved budgets.
- Prepare and submit required financial reports to funding agencies, including variance analysis and expenditure tracking.
- Review and validate invoices, purchase orders and timesheets ensuring correct allocation to project numbers and cost categories.

- Coordinate and support internal and external audits, including grant-funded compliance requirements, while ensuring financial records, reconciliations, and supporting documentation are accurate, audit-ready, and aligned with company policies, IFIs requirements, and regulatory standards.
- Manage and monitor open purchase orders across all projects to ensure accuracy, validity, and timely closure, while validating outstanding financial commitments, resolving discrepancies, and ensuring alignment with project budgets, contracts, and financial forecasts.

General Management Responsibilities:

- Support the company's safety and environmental initiatives, execute relevant safety and environmental action plans and activities, and ensure compliance with national safety and environmental regulations applicable to area of responsibility.
- Support in the revision or development of process flows and policies
- Identify trends that could impact organizational objectives and/or operational resources and make appropriate recommendations to Management.

Education and Experience:

- Bachelor's Degree in Accounting or a related field.
- Minimum of five (5) years experience in related field with a good understanding of fundamental accounting principles.

Required Skills/Abilities:

- Computer literate with a good working knowledge of Microsoft Excel, Power BI and other applications such as Microsoft Great Plains.
- Familiarity with the Company's purchasing related policies, procedures and practices.
- Familiarity with the Company's financial management practices and project numbers.
- Strong analytical, problem solving and attention to detail skills.
- Effective communication skills with the ability to present financial insights clearly to non-financial stakeholders.

Salary: In accordance with Company's salary structure.

Submit application letter along with curriculum vitae, copy of degrees and certificates and two (2) recent professional letters of recommendation to:

Email address:	**career.opportunity@bel.com.bz**
Email subject:	**Application – Cost Analyst**
Addressed to:	**Manager, Talent Acquisition and Development**
Deadline:	**Friday, July 24, 2026**

Only electronic applications are being accepted at this time.

For more information or queries, call us at 227-0954 Ext. 2901.