

# JAMAICA SOCIAL INVESTMENT FUND

*ISO 14001:2015 Certified*



## EMPLOYMENT OPPORTUNITY

The Jamaica Social Investment Fund seeks to hire a suitably qualified person for the following position:

### SENIOR FINANCIAL ANALYST

#### Job Summary

Reporting to the Senior Manager Finance, the incumbent has responsibility for the overall financial management of project funds, and oversees the coordination and preparation of project financial expenditure reports and funding applications, in accordance with funding agency requirements, statutory regulations, and company policies. The Senior Financial Analyst assesses assigned project activities to determine cash requirements, and provides guidance in utilizing available cash resources.

#### Key Responsibilities

- Coordinate and compile annual project and administrative expenses, monitor project financial position to mitigate against cash resource deficit, and report on actual results on an ongoing basis.
- Review funding agreements and ensure compliance with all conditions.
- Coordinate the preparation and submission of expenditure reports and funding applications to funding agencies.
- Formulate and monitor allocation of overhead expenses across funding agencies and provide information as required to project and executive management.
- Ensure external inquiries regarding project funding or expenditure from all stakeholders are resolved.
- Review system of internal controls relevant to projects, to ensure that controls are maintained and make recommendations to the Senior Manager, Finance regarding improvements to practices and procedures in use.

#### Requirements

- ACCA Level 2 or equivalent qualification
- Minimum five (5) years' related working experience in Accounting
- Knowledge of financial statements and financial statement analysis, including cash flow analysis
- Knowledge of Financial Data Analysis strategies
- Knowledge of Sage 300 ERP (*formerly ACCPAC*) would be a distinct advantage
- Knowledge of Financial Analysis and Financial Management, Asset Management and financial control
- Excellent Computer skills, particularly Microsoft Office (Excel, PowerPoint, Word)
- Excellent Financial Analysis skills
- Excellent Problem-Solving skills
- Sound Interpersonal skills
- Strong Communication skills
- Ability to work on own initiative

- Results oriented - able to work under pressure and meet stringent deadlines
- Ability to work independently, efficiently and cohesively as part of a team or as leader of a team

If you meet the requirements, please submit your application to:

**General Manager Corporate Services  
Jamaica Social Investment Fund  
11 Oxford Road (Entrance on Norwood Avenue)  
Kingston 5  
or email: [jobs@jsif.org](mailto:jobs@jsif.org)**

We thank all interested applicants. However, only persons short-listed for interview will be contacted.