



## **Bahamas Institute of Chartered Accountants** *"Upholding Integrity, Striving for Excellence"*

### **ADMINISTRATOR / EDUCATION OFFICER**

BICA is looking to attract a suitable focus-driven individual to assist with the smooth running of the Secretariat.

#### **1. Bookkeeping – Primary Function**

Daily posting to Quickbooks to ensure timely preparation of monthly management accounts.

#### **2. Continuing Professional Development (CPD) Tasks**

- Assist CPD Committee regarding trends in accounting and auditing to help guide course content for CPD sessions
- Learning Platform/Remediation – Ensure that all elements of past CPD sessions are loaded to the learning platform and able to be accessed for playback either for remediation purposes or for course content as paid learning sessions
- Evaluate courses/sessions put on by other institutions to give BICA "Approved" hours
- Supervise the registration for BICA events (virtual and in-person)
- Supervise the extracting and interpretation of reports related to CPD Seminars: (engagement/attendance/remediation/surveys)
- Assist the CPD Committee with administrative tasks, particularly during Accountants' Week
- Hotel arrangements for speakers, gifts for speakers, Bahamas Immigration matters

#### **3. Organize "in person" meetings**

#### **4. Assist with writing minutes of monthly meetings**

#### **Skill set**

- Good bookkeeping skills
- Working knowledge of QuickBooks
- Attention to detail
- time management skills, interpersonal skills, flexibility, and creativity.

#### **Competitive Salary offered**

Please send resume to: [hr@bica.bs](mailto:hr@bica.bs) / cc: [president@bica.bs](mailto:president@bica.bs) and [executive@bica.bs](mailto:executive@bica.bs)