

POSITION AVAILABLE

Assistant Manager, Finance

BAF Financial & Insurance (Bahamas) Ltd is searching for an Assistant Manager, Finance. The ideal candidate must be detail-oriented and self-motivated with excellent interpersonal and communication skills. The ability to work with limited supervision in a service-driven progressive culture is a must.

Responsibilities:

- Financial Reporting and overseeing the preparation of monthly reports, annual financial statements.
- Assist in the management of Accounting Operations, Internal & external audit coordination, and adherence to IFRS accounting standards.
- Review of General Ledger posting and reconciliations.
- Manage the Accounts team by supporting accounting schedules and providing guidance to junior staff.
- Communicate financial information to Senior Finance Manager, Board of Directors, or other stakeholders.
- Preparation and analysis of monthly management accounts and other monthly reporting.
- Prepare VAT, Business License, Premium Tax and other regulatory filing.
- Organize year-end audits/liaise with auditors and internal process owners.

Core Competencies:

- Ability to work on own initiative.
- Must be observant and have keen eye for details.
- Display high level of confidence.
- Proficient in compiling statistical data and reports.
- Proficient in Microsoft Word and Excel.
- Demonstrate speed, accuracy and proficiency in executing duties.
- Display a high level of confidentiality and urgency in dealing with documentation requiring special handling.
- Display efficiency in dealing with internal and external clients.
- Ability to plan and organize duties and compose correspondence as required.

Required Qualifications:

- CPA or CA (or internationally equivalent) Designation
- Minimum five (5) years' experience in a similar position, preferably in a Financial or Insurance Institution
- Strong understanding of IFRS, Financial Reporting Processes and Accounting Systems
- LOMA FLMI designation is a plus
- Excellent written and oral communication
- Proficiency in Microsoft programs and General Ledger and Accounting programs
- 5 or more years of experience in a Supervisory Position

Benefits:

Salary commensurate with current salary scales, skills and experience. Attractive benefit package including Life, Health and Pension.

Submit Resume to the Human Resources Department
P.O. Box N-4815, Nassau Bahamas, fax (242) 361-2525 or via email to
humanresources@mybafolutions.com

Deadline Wednesday August 20, 2025



BAF FINANCIAL
& INSURANCE (BAHAMAS) LTD.