



## THE PARLIAMENTARY SERVICE

Parliament Square  
Nassau, N.P, The Bahamas  
P.O. Box N-3003  
Tel: (242)322-2041 or (242)322-2042

August 18, 2025

### VACANCY FOR THE POST OF SENIOR ACCOUNTANT

Applications are invited from suitability qualified persons to fill the post of **Senior Accountant** in the Parliamentary Service.

Applicants must possess:

- a Bachelor's Degree from an accredited institution approved by National Accreditation and Equivalency Council of The Bahamas in Finance, Business Administration or a related field, with at least five (5) years' post qualification experience;
- a member in good standing of an approved institute or of an accounting body accepted by The Bahamas Institute of Chartered Accountants.

**The applicant will report to the Clerk of the Parliament and be responsible for:**

**Essential duties:** Assume full responsibility for the Accounting and Payroll function of the Parliamentary Service.

#### **Duties:**

- will be required to maintain an accurate record of all financial transactions of the organization. This includes accounts payable and receivable, payrolls and the general ledger;
- advise the Clerk of Parliament, by way of regular reports, with respect to the financial capability of the Parliamentary Service;
- maintain accurate expenditure records in order to ensure that the funding levels remain on target avoiding over expenditure of approved budget allocation;
- preparation of the yearly budget with the requisite justification of proposed new acquisitions and necessary capital expenditure;
- will be expected to train and supervise junior Accounts staff;
- will ensure that all financial commitments are honoured in a timely manner in order to maintain an excellent relation with our providers of goods and services; and
- any other related duties assigned by the Clerk of the Parliament

The salary of the post is \$50,650.00 x \$800 to \$61,850.00 per annum (**July 2024 Salary Scales**).

Interested serving officers must apply through their Heads of Department.

Interested persons must complete the application form on <https://forms.gle/JvFMnpomVBjD73Tw6> and submit a resume along with the requested documents no later than **September 5, 2025**.

**David L. Forbes (Mr.)**  
Clerk of the Parliament