



Chief Financial Officer

Bahamas Technical and Vocational Institute

Old Trail Road

Nassau, N.P., The Bahamas

DIVISION: Finance

REPORTS TO: Finance and Investments Committee, Board of Directors/President

Bahamas Technical and Vocational Institute (BTVI) invites applications for the position of Chief Financial Officer.

SUMMARY OF RESPONSIBILITIES

The Chief Financial Officer (CFO) provides strategic financial leadership and operational oversight to ensure the fiscal integrity, accountability, and sustainability of the Institute. This role requires a results-oriented professional with demonstrated expertise in financial management, strategic planning, audits, and team leadership.

The CFO serves as a member of the Executive Management Team and is responsible for the development and execution of sound financial policies and practices that support the institution's goals, in accordance with national regulations, International Financial Reporting Standards (IFRS) and the requirements of the National Accreditation and Equivalency Council of The Bahamas (NAECOB) and Council on Occupational Education (COE).

KEY RESPONSIBILITIES

Financial Leadership and Strategy

- Provide overall direction for financial planning, budgeting, forecasting and reporting.
- Develop and implement financial policies that ensure long-term institutional sustainability.
- Advise the President and Executive Management on financial performance, risks and opportunities.
- Support the strategic and operational objectives of BTVI through effective financial analysis and decision-making.
- Train and develop staff in the Division

- In conjunction with the President and other Executives, assist with negotiation, valuation and the preparation of vendor contracts.
- Carry out other reasonable duties/functions as requested by the President and/or Finance and Investments Committee.

Financial Management and Compliance

- Oversee all accounting, financial reporting and auditing functions.
- Ensure compliance with Bahamian laws, regulations, International Financial Reporting Standards (IFRS) and the financial requirements of NAECOB and COE.
- Prepare the annual budget request and allocations.
- Prepare accurate and timely financial statements and management reports.
- Maintain internal controls and safeguard institutional assets.
- Oversee treasury functions, including cash flow management, banking and vendor relations and investments.

Operational Oversight and Team Management

- Supervise the Finance Division across the BTVI Network, including the Financial Aid Department, Procurement/Stores Department, Payroll and the Bookstore, ensuring accuracy, efficiency and accountability in all operations.
- Foster professional development within the finance team and ensure adherence to sound accounting practices.
- Oversee procurement and budget control processes.
- In conjunction with the Administrative Services Division, oversee the payroll process.
- Lead initiatives to improve financial systems, data accuracy and reporting capabilities.

Governance and External Relations

- Liaise with government agencies, auditors and external partners on financial matters.
- Provide financial guidance to the Board of Directors and its Sub-Committees.
- Support grant management and donor-funded projects through appropriate financial reporting and compliance.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting, Finance, or a related discipline from an accredited institution.
- **Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) designation and membership with the Bahamas Institute of Chartered Accountants (BICA) required.**
- **Minimum of 10 years of progressive financial management experience, including at least 5 years in a senior supervisory or leadership capacity.**
- Comprehensive knowledge of Bahamian financial regulations, accounting standards, and international reporting requirements.
- Competence in use of financial software, including Quick Books
- High level of computer literacy and IT Skills
- Experience in the education or public sector environment would be an asset.
- Strong analytical, organisational and communication skills.

- Proven ability to lead teams and manage multiple priorities in a dynamic environment.

PERSONAL ATTRIBUTES

- High level of integrity, professionalism and ethical judgment.
- Strategic thinker with strong problem-solving and decision-making abilities.
- Collaborative leader capable of building effective working relationships across all levels of the institution and externally.
- Commitment to excellence, accountability and continuous improvement.

REMUNERATION

An attractive and competitive compensation package commensurate with qualifications and experience will be offered.

Applicants are required to submit the following supporting documents electronically to board@btvi.edu.bs by 7th November 2025:

- (a) **Cover letter** outlining their qualifications and alignment with the position requirements.
- (b) Detailed **résumé or curriculum vitae**
- (c) Copy of **Relevant Qualifications and Certifications**
- (d) Contact information for **three professional references**
- (e) Completed **BTVI Employment Application Form** found at btvi.edu.bs/careers