

MANAGER, FINANCE & ADMINISTRATION

Nassau, Bahamas

Full-Time | Confidential Executive Search

Help Build the Future of a Growing Bahamian Institution

A respected and growing Bahamian organization is seeking an experienced and highly organized Manager, Finance & Administration to assume responsibility for its accounting, financial reporting, administrative coordination, and compliance functions.

This is a hands-on position within a small and dynamic team of approximately twenty employees. The successful candidate will serve as the organization's principal finance and administration professional and will be expected to personally manage the day-to-day accounting and administrative activities of the institution.

This is not a traditional management role with a large finance department. Rather, it is an opportunity for a capable and self-directed professional who enjoys taking ownership, improving systems, solving problems, and working closely with senior leadership in a mission-driven environment.

The position offers a unique opportunity to make a meaningful impact on the financial stewardship, operational effectiveness, and long-term sustainability of a growing organization.

Key Responsibilities

Finance & Accounting

- Maintain the general ledger and accounting records.
- Prepare monthly management accounts, including balance sheets, income statements, and cash flow reports.
- Manage accounts receivable, invoicing, collections, and follow-up activities.
- Process accounts payable and supplier payments.
- Perform monthly reconciliations and month-end close procedures.
- Monitor cash flow and prepare forecasts and financial analyses.
- Support annual budgeting and financial planning activities.
- Coordinate with the organization's external payroll provider and accurately record payroll transactions and related journal entries.
- Prepare financial reports for senior management and the Board.

- Coordinate annual audits and preparation of supporting documentation.
- Liaise with banks, auditors, government agencies, funding organizations, and other external stakeholders.
- Assist in monitoring contracts, grants, donations, and other revenue streams to ensure accurate financial reporting.

Administration & Compliance

- Maintain administrative records and filing systems.
- Coordinate work permit applications, renewals, and immigration-related documentation for expatriate employees.
- Assist with regulatory reporting and compliance requirements.
- Support procurement, contract administration, and vendor management activities.
- Maintain key organizational records and corporate documentation.
- Provide administrative support to senior leadership on special projects and strategic initiatives.

Systems & Process Improvement

- Strengthen internal controls and financial procedures.
- Improve accounting processes, reporting systems, and administrative workflows.
- Support the continued development of efficient and scalable business processes.
- Identify opportunities to improve operational effectiveness and financial oversight.
- Assist with the implementation of new systems, policies, and financial controls as the organization continues to grow.

Qualifications

The ideal candidate will possess:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.

- Professional accounting designation (CPA, ACCA, CGA, CMA, CA, or equivalent) considered an asset but not essential.
- Minimum seven years of progressively responsible accounting and administrative experience.
- Strong practical experience with bookkeeping, financial reporting, budgeting, cash management, and office administration.
- Experience in a small business, educational institution, non-profit organization, or entrepreneurial environment would be highly advantageous.
- Proficiency with QuickBooks, Microsoft Excel, and standard office software applications.
- Experience working directly with auditors, banks, regulators, and external service providers.

The ideal candidate will also demonstrate experience in one or more of the following areas:

- Reconstructing accounting records and resolving historical discrepancies.
- Reviewing and reconciling incomplete or poorly documented financial records.
- Establishing reliable audit trails and supporting documentation.
- Investigating unexplained account balances, transactions, and variances.
- Leading accounting clean-up, transition, or system-improvement initiatives.

Experience in financial reviews, internal audits, compliance reviews, or accounting remediation projects will be considered a significant asset.

Personal Attributes

The successful candidate will be:

- Highly organized and detail-oriented.
- Self-motivated and capable of working independently.
- Practical, resourceful, and solutions-focused.
- Comfortable managing multiple priorities simultaneously.
- A person of integrity, professionalism, and discretion.
- Confident interacting with senior leaders, auditors, regulators, and external stakeholders.

- Willing to roll up their sleeves and personally execute the work required to get things done.
- Comfortable working in a dynamic environment where no two days are alike.

Important Note

This is a hands-on position rather than a supervisory role. The successful candidate will be expected to personally manage and execute the organization's accounting and administrative functions while working closely with senior leadership and external professional service providers.

Candidates who have demonstrated success in independently managing the full accounting cycle within a small or medium-sized organization will be particularly well suited to this role.

The successful candidate should also be comfortable operating in an environment where financial records, processes, and supporting documentation may require review, reconciliation, and strengthening. The ability to methodically investigate discrepancies, reconstruct historical transactions when necessary, and establish robust accounting controls will be important to success in this position.

Human resource matters, employment contracts, compensation decisions, and payroll authorization remain under the responsibility of senior leadership. Payroll processing is performed by an external payroll service provider, with the successful candidate coordinating reporting and accounting entries as required.

Compensation

A competitive compensation package will be offered based on qualifications, experience, and demonstrated capability.

Application Process

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Interested candidates are invited to submit the following:

- A current résumé or curriculum vitae (CV);
- A cover letter outlining their qualifications, relevant experience, and key professional accomplishments; and
- Contact information for three professional references.

Submission Instructions

Applications should be submitted electronically to:

[**BAHAMAS-CAREERS@gmx.de**](mailto:BAHAMAS-CAREERS@gmx.de)

Please submit all documents in **Microsoft Word (.doc/.docx)** or **PDF (.pdf)** format only.

Confidentiality

All applications will be treated with the strictest confidence. Only candidates selected for further consideration will be contacted.

Professional references will not be contacted without the prior knowledge and consent of the candidate.

Application Deadline

Applications will be reviewed on a rolling basis until the position is filled.

Confidential Executive Search

This search is being conducted on behalf of a growing Bahamian organization. The identity of the employer will be disclosed to selected candidates during the interview process.