



CARIBBEAN EXAMINATIONS COUNCIL
EXECUTIVE SEARCH

The Caribbean Examinations Council (CXC) is seeking a talented professional to join its senior management team in the capacity of Senior Assistant Registrar, Finance and Office Management. The position will be based at CXC's Headquarters in Barbados and will report to the Director, Corporate Services, CXC.

A. CORE DUTIES –Senior Assistant Registrar, Finance and Office

Management:

The successful applicant will be required to:

- **Manage Financial Management Services.** Maintain day-to-day financial control of the Council's assets and manage within the budget as agreed.
- **Office Management and Resource Allocation.** Develop and manage the organisation's funding resources to secure present and future service delivery
- **Financial Planning and Development.** Take responsibility for overall management and delivery of the financial aspect of the business plan; In conjunction with the governing body, draft, monitor and assess financial aspects of the business and development plans
- **Manage activities related to the annual Marking and Grading Programme.** Manage the support services within the Finance and Office Management portfolio that facilitate the marking and grading programme.
- **General Duties.** Provide an interpretation of financial information; Monitor cash flow and use the same to predict future financial trends; Formulate strategies to be used in the long-term financial plans; Develop management mechanism in the finance department for the purpose of minimizing financial risk; Update the organisation regarding changes in legislation or regulations that may affect the Council's business operation.
- Such other duties as may be assigned by any duly authorized person from time to time

QUALIFICATIONS & OTHER REQUIREMENTS:

The successful applicant must have:

- A recognised professional accounting designation
- A minimum of five years post-qualification experience in a service-based organisation
- Excellent analytical, organisational, interpersonal and communication skills
- A track record of effectively managing and motivating a team
- Experience with the operation of a medium to large accounting information system is an asset
- Intermediate or advanced proficiency in the use of the Microsoft Office Suite and computer applications such as ACCPAC.

REQUIRED EXPERIENCE & COMPETENCIES FOR THE ROLE:

- Demonstrable track record of successful delivery of organisational transformation and change management on a number of high profile, strategic change projects or programmes
- Strategic outlook and capable of conceptual thinking and timely decision making
- Strong bias for action and capable of translating the strategic agenda into actionable, qualitative plans; conveys a sense of urgency and drive to closure.
- Comfortable performing multifaceted projects in conjunction with day-to-day activities
- Service oriented, yet able when necessary to be assertive/persuasive with internal and external customers.
- Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature, flexible.
- Must be respectful of confidentiality required for the role and treat with all issues in a manner that promotes the integrity of the Finance and Office Management function and CXC at large
- Ability to quickly establish credibility with team and others. A decisive individual who is able to flex to recognise and support the organisation's preferences and priorities.
- Participative management style—advocate of team concept
- Experience working with an education body will be an asset

REMUNERATION & BENEFITS:

CXC is a performance driven organisation and offers a competitive and attractive remuneration and benefits package and opportunities for further training and career experience. Further information about CXC can be obtained from the website: <http://www.cxc.org>

INTERESTED?

Interested applicants should email their resumes to:

job-applications@cx.org

DEADLINE:

Resumes along with a cover letter should be **sent electronically only** and should be addressed to:

The Registrar
Caribbean Examinations Council
Re: SAR, FOM

on or before **August 26th 2011**. Only applicants who have been short-listed will be contacted.

Thank you for your interest.