



Finance Officer, Cricket West Indies

Background

Cricket West Indies, which is headquartered in Antigua, is the governing body responsible for cricket in the West Indies. Its mission is to manage, develop and promote cricket to the benefit and enjoyment of the West Indian people and the world.

The Role

Reporting to the Manager - Finance, the Finance Officer will provide administrative support and coordinate & execute the administrative activities of the Department by being responsible for document management, processing payments, accurately recording day to day financial transactions of CWI and making data entries into the respective files and computerised systems along with liaising with other departments to coordinate their finance activities - including Accounts Receivable, Accounts Payable, Budget and General Accounting.

Key Areas of Responsibility

1. Cash Flow requirements.
2. Purchase Order Preparation.
3. Budgeting & Forecasting.
4. Expenditure review and analysis.
5. Budget allocation.
6. Accruals & Provisions.
7. Vendor Reconciliation
8. Microsoft Dynamics Data Entry

Skills and Experience Required

Academic/Professional Qualifications

- A Bachelor's Degree OR equivalent qualification in Accounting.
- Part qualification in any relevant professional designation/discipline is acceptable.

Practical Experience

- Minimum 3 years working experience in a similar role.

Knowledge/Skills/Competencies

- Written & Verbal Communication skills

- Self-Organisation and Execution skills
- Customer Orientation
- Analytical skills honed from strong mathematical background and on-the-job training
- Able to work effectively on own or as part of a team

- I.T. Skills: Microsoft Office Suite & Microsoft Dynamics - essential

Applications

For a detailed job description and application form, please visit www.windiescricket.com.

Please send your curriculum vitae with a cover letter and completed application form by February 19, 2020 to:

The Manager, Human Resources
Cricket West Indies
Factory Road
St. John's, Antigua
Email: recruitment@cricketwestindies.org

Please note that only shortlisted candidates will be contacted.