



JOB OPPORTUNITY

FINANCE OFFICER

ABOUT URCA:

The Utilities Regulation and Competition Authority (“URCA”) is the independent regulator of the Electronic Communications Sector (comprising broadcasting, radio spectrum and electronic communications) and the Electricity Sector in The Bahamas. URCA’s mission is *“Improving lives through effective utilities regulation”*.

URCA is seeking a highly organized and detail-oriented accountant to join our Finance team. The ideal candidate will be responsible for a wide range of accounting functions, including recording transactions, processing receipts and payments, monthly reconciliation of bank accounts, managing accounts payable and receivable, and maintaining records of property, plant, and equipment (PP&E). This role is crucial to ensure accurate financial reporting and maintaining the integrity of our financial operations.

JOB DUTIES:

- Process and record daily financial transactions accurately in the accounting system.
- Perform monthly reconciliation of bank accounts, ensuring that all discrepancies are identified and resolved promptly.
- Ensure that all payments are made according to company policies.
- Maintain records of property, plant, and equipment, including acquisitions, disposals, and depreciation.
- Prepare the monthly reconciliation of PP&E balances.
- Assist with the preparation of monthly financial reports.
- Provide necessary documentation and support during internal and external audits.

QUALIFICATIONS AND SKILLS REQUIRED:

The successful applicant must have:

- Bachelor’s degree in accounting or finance.
- Membership with the Bahamas Institute of Chartered Accountants (BICA) or actively sitting the CPA exams with the intention to become a member of BICA is required.
- Three (3) to five (5) years’ experience in accounting or finance roles, particularly in accounts payable, accounts receivable, and bank reconciliation.
- Knowledge of accounting software is required.
- Knowledge of the accounting system Sage 300 Accpac ERP would be a plus.
- Experience with PP&E management is a plus.
- Strong attention to detail and accuracy.
- Excellent analytical, organizational, and time-management skills.
- Strong communication skills and ability to work collaboratively.
- Proficiency in Microsoft Office, particularly Excel.
- Ability to handle sensitive financial information with discretion and confidentiality.

REMUNERATION AND BENEFITS:

URCA is a performance driven organization and offers a competitive and attractive remuneration and benefits package as well as opportunities for career enrichment. Through URCA’s various international affiliations, employees have the opportunity for global exposure in the areas of regulation and competition. For more information about URCA, please visit our website: www.urbahamas.bs

DEADLINE FOR APPLICATIONS:

Applications should be received on or before **April 4th, 2025**. URCA thanks all applicants for their interest but only applicants who have been shortlisted and have the qualifications and experience requested will be contacted. For more information about the advertised positions, please visit our website: www.urbahamas.bs. Interested applicants should email their resume to: hr@urbahamas.bs.