

**VACANCY FOR FINANCE ASSOCIATE
BUDGET, ECONOMICS AND REVENUE SECTIONS
FISCAL MANAGEMENT DIVISION
MINISTRY OF FINANCE**

Applications are invited from suitably qualified college graduates between the ages of twenty (20) years and thirty (30) years to fill vacancies for Finance Associates in the Budget, Economics and Revenue Sections of the Fiscal Management Division of the Ministry of Finance.

There is the prospect for persons to be trained as future Economists, Budget Analysts and Revenue Analysts.

➤ **Applicants must possess a Bachelor's Degree in Economics, Accounting, Finance, Public Administration or related area.**

➤ **Competencies/Skills Required:**

- i) Excellent verbal and written communication skills
- ii) Computer skills (Microsoft Word, Excel and Power Point)
- iii) Research and analytical skills
- iv) Computational skills
- v) Ability to work with limited supervision, independently and manage time effectively
- vi) Ability to work as part of a team
- vii) Ability to exercise initiative and sound judgment
- viii) Strong commitment to confidentiality and professionalism

➤ **Post Summary:**

Under general direction of Section Lead, provide assistance and support to the general work of the Section, in accordance with established procedures and policies.

➤ **Specific Duties and Responsibilities of the post include:**

- Perform research activities
- Liaise with relevant stakeholders and agencies to obtain information
- Collect and dissect information to inform work of the Section
- Prepare briefs and reports on researched data
- Prepare and issue routine correspondence to relevant agencies
- Perform other related assigned duties

The position is on contractual terms for a period of two (2) years at a fixed annual salary of \$30,000 and payment of 15 percent gratuity upon successful completion of the contractual term.

Application Submission Deadline: 20th, March 2020

A resume and a completed Government Employee Application Form should be scanned and submitted electronically to mofjobs@bahamas.gov.bs. The Government Employee Application Form is available online at: <https://bit.ly/2MBy84e>

Place the job title in the subject line when submitting your email (e.g. Job Application: Finance Associate) Include proper contact details (email address, telephone contact) should we wish to reach you. Applicants that do not have the basic qualifications will not be considered.