



EMPLOYMENT OPPORTUNITY

The Coastal Zone Management Authority and Institute (CZMAI) invites applications from suitably qualified persons to fill the post of **FINANCE AND OPERATIONS MANAGER**.

Summary of Position:

The Finance and Operations Manager is responsible for overseeing the implementation of CZMAI's accounting policies and financial management system, business development of CZMAI's income centres, the smooth functioning of key operational and administrative services, and human resources management, including the supervision of relevant program staff.

Key Duties and Responsibilities (detailed ToR available upon request):

Financial Management:

1. Establish and implement internal financial controls for the proper and prudent management of CZMAI's resource in accordance with standard accounting policies and procedures
2. Control and monitor expenses, cash flow and budget performance for CZMAI and its programs.
3. Prepare monthly, quarterly and annual budget performance and cash flow reports for CZMAI in accordance with international financial reporting standards
4. Provide oversight of the accounts receivable and accounts payable processes.
5. Oversee the annual audit for CZMAI and programs under fiduciary management.

Business Development and Marketing of Income Centers:

1. Supervise the strategic marketing, sales management and product/service development plans to meet sales targets for CZMAI's traditional income centers, as well as other relevant income centers for CZMAI Programs as required.
2. Assist with the identification of new revenue streams, and participate in development of new marketing and sales plans.

Human Resources and Administrative Management:

1. Function as a high-level Office Manager by coordinating general duties and responsibilities
2. Supervise contracts and service agreements with suppliers/vendors for the procurement of services and/or goods.



Operations:

1. Direct and oversee all operations related activities for CZMAI building, room rentals, and Sport fishing license sales
2. Ensure preventative and corrective maintenance, servicing and repairs is conducted for field & office equipment, building, vehicles and boat.

Minimum Required Qualifications and Experience:

- Bachelor's Degree in Business Administration, Accounting, Finance or other closely related discipline.
- Five years' supervisory experience with emphasis on financial management and accounting.
- Demonstrate excellence in verbal and written communication skills.
- Proficiency with computers (i.e Microsoft Office Suite) and relevant software (i.e.QuickBooks)
- Must be a quick learner and exude a profound willingness to learn.
- Excellent organizational and time management skills.
- Team player, flexible and ability to pay attention to detail.

Work Environment:

The Finance and Operations Manager will be based at the CZMAI office in Belize City. However, when necessary, he/she will be required to work/travel to different parts of the country.

Salary:

Salary will be based on qualifications and experience.

Application Procedure:

Qualified and interested persons should submit a Letter of Application, Resume or Curriculum Vitae, Copies of Academic Records and other relevant credentials, Contact Details for Two (2) References, and a recent Police Record or receipt of payment for the record (i.e. within the past six months). Incomplete applications or applications not meeting the requirements stated above **WILL NOT** be accepted.

Applications can be submitted via e-mail (*Preferred*) or hand-delivered to the address below by Tuesday July 14th 2020 at 4:00 p.m.

Coastal Zone Management Authority and Institute Princess Margaret Drive, P.O. Box
1884 Belize City, Belize
info@coastalzonebelize.org

RE: Finance and Operations Manager Post