



## MINISTRY OF CULTURE AND HERITAGE

If you're a seasoned administrator who can think outside the box with a proven track record for generating results, then we invite you to apply to be our

### CHIEF FINANCIAL AND ADMINISTRATION OFFICER

REF # C355/06

SALARY: US \$65,000 - \$78,000 PER ANNUM

Our team consists of dynamic and progressive thinkers dedicated to the preservation, promotion and dissemination of culture, heritage, and art. Through continued research; cultural awareness programs; historic preservation initiatives; the advancement of literary, visual and performing arts; commitment to grass roots projects, as well as international exchanges; and the execution of cultural agreements with other nations, we work passionately to make possible our legal mandate to preserve the rich heritage of our multifaceted culture.

Our current Chief Financial and Administration Officer is leaving and we are seeking a suitable replacement to support a ministerial staff of approximately 20 people and to oversee the work of each of the Financial Managers in the 4 departments reporting directly to this Ministry.

Your job is to lead the financial, administrative, and records management aspects of the Ministry with principal advisory responsibility in the se areas to the Permanent Secretary.

You must have the following skills, experience, and educational background:

- Undergraduate degree from a recognized university in financial management or accounting as well as an MBA;
- 5 years' financial management experience which includes:
  - establishing and monitoring budgets;
  - analyzing, interpreting and preparing financial reports and forecasts;
  - developing, implementing, and reviewing financial controls; and
  - managing fixed asset registers and internal audits.
- supervisory, employee development and performance management skills;
- excellent working knowledge of Windows, the MS Office Suite, and accounting software;
- demonstrated oral and written communication skills; and
- experience formulating, drafting and implementing new procedures and policies.

Interested applicants please submit a resume highlighting your qualifications to:

Department of Human Resources CV #C355/06

#### GOVERNMENT OF GENOVA

995 Government Road

Savannah, Genova

SG 4525

Email: [recruitment@gov.gin](mailto:recruitment@gov.gin)

For a full job description, please visit our website at [www.gov.gin/recruitment](http://www.gov.gin/recruitment).

APPLICATION DEADLINE:

22<sup>ND</sup> September 2007