



## VACANCY

### Finance Assistant

Emera (Caribbean) Incorporated (ECI) is seeking applications from suitably qualified professionals to fill the position of **Finance Assistant**. Reporting to the Manager, Finance, the successful candidate will support the wider Finance team.

#### Primary Responsibilities

- Manages and monitors financial processes such as revenue, inventory and accounts payable in compliance with Company policy and procedures, contracts and legislation.
- Prepares or assists in the preparation of various financial or administrative reports for internal and external customers (e.g. Central Bank, Management Team, External Auditors, Barbados Revenue Authority).
- Assists internal/external customers with routine financial queries and other information requests by conducting the relevant analysis and responding in a professional manner.
- Processes invoices and other requests for payment, including local and overseas PO and non-PO invoices.
- Ensures all relevant queries within the team are tracked, monitored and resolved promptly to ensure a high level of internal and external customer satisfaction.
- Performs reconciliations as required
- Prepares routine accounting transactions and documents, including but not limited to, journal entries, spreadsheets, reports and correspondence as required.
- Keeps current with relevant regulatory requirements, legislation, agreements and processes affecting financial transactions.
- Contributes to transformational projects as appropriate.

#### Qualifications and Experience

- An Associate Degree in Accounting or a related discipline
- A minimum of two to three years of practical on-the-job experience in an accounting environment is required

#### Remuneration

We are offering an attractive compensation package, including Group Life Insurance, Medical Coverage and Group Pension.

#### Applications

Suitably qualified candidates should submit their applications by e-mail to [careers@emeracaribbean.com](mailto:careers@emeracaribbean.com) or via post addressed to:

**Attention:** The Human Resources Department  
Emera Caribbean Inc.  
P. O. Box 142  
Garrison Hill  
ST. MICHAEL

**Re: Finance Assistant**

The deadline for submissions is **Friday, June 2, 2023**. Please note that only suitable applications will be acknowledged. Information on the Company can be obtained from the website [www.emeracaribbean.com](http://www.emeracaribbean.com).