



CENTRAL BANK of BELIZE



CAREER OPPORTUNITY

SUPERVISOR, ACCOUNTS

The Central Bank invites applications from qualified individuals to join its Accounts and Budget Department.

The Supervisor, Accounts, is responsible for supervising and coordinating the activities of the Accounts Unit. The incumbent ensures accurate, efficient, and timely processing of payments and accounting transactions while maintaining compliance with the Central Bank's policies, procedures, and accounting standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the daily processing of cash, local and foreign payments to ensure accuracy, completeness, and timeliness.
- Authorize cash voucher payments and verify reconciliation and replenishment records for the Imprest Fund.
- Verify invoice payments to ensure proper approval, AML/CFT compliance, and adherence to establish procedures.
- Review and post accounting transactions in the Central Bank's accounting and Automated Payment and Securities Settlement System in accordance with accounting principles and internal policies.
- Prepare monthly journals entries for estimated expenses and accrued income.
- Maintain and verify registers for payments and accounting transactions; ensure proper filing of posting vouchers in accordance with Central Bank's records management policies and procedure.
- Verify reconciliations, progress reports, audit confirmations, and abandoned property transactions to support accuracy and integrity of accounts records.
- Prepare monthly estimates of the Central Bank's income and expenses.
- Assist in updating the accounting sections of the Department's Procedure Manual and Business Continuity Plan to reflect policy, procedural, and IFRS updates.
- Perform vault custodian responsibilities, overseeing the issuance, receipt, and inventory recording of local and foreign currency.
- Perform duties of a "B" signatory as authorized under the Central Bank's list of Authorized Signatories.
- Perform other duties that may be assigned from time to time.

The applicants should possess the following:

EDUCATION AND EXPERIENCE

- A bachelor's degree in accounting, finance, business management or a related field from a recognized University. At least five (5) years' working experience in accounting, finance, auditing, business management, project management or other related fields in the business environment.

TECHNICAL KNOWLEDGE

- Knowledge of accounting principles; Knowledge of Business and Management Principles; Excellent negotiations and organizational skills; Knowledge of strategic management approach; and Proficient in Microsoft Office Suite.

COMPETENCIES

- Communication, Analytical Ability, Job knowledge, Organisational Ability, Problem Solving/Judgement, Quality of Output, Interpersonal Relations, Digital Ability, and Initiative

Submit the following documents by Wednesday, 8 April 2026:

- CBB Employment Application Form (Available online)
- Curriculum Vitae
- Two (2) current references (Both must be professional references)
- Copies of university transcripts, degrees, and any other personal certificates

Applications should be addressed to:

Manager, Human Resources Department
Central Bank of Belize
P.O. Box 852 or Gabourel Lane
Belize City, BELIZE

Ref: Supervisor- Accounts and Budget Department

Email: hr@centralbank.org.bz or online at www.centralbank.org.bz
(All applications will be held in strict confidence.)