



# CENTRAL BANK of BELIZE



## CAREER OPPORTUNITY

### ASSISTANT MANAGER, ACCOUNTS AND BUDGET

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

The Assistant Manager, Accounts and Budget, is responsible for the operations of the Accounts and Budget Department and supervising the department's staff in providing accurate and complete financial information to support the organization's effective management and oversight.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with managing the day-to-day operations of the department.
- Execute strategic initiatives aligned with the approved operational plan and ensure clear delegation to team members.
- Lead, manage, monitor performance, and conduct appraisals for assigned staff.
- Collaborate with department heads in developing the annual budget, including preparing template, consolidating, and drafting for management review.
- Analyse financial data and trends to recommend improvements to the Bank's financial performance.
- Oversee daily accounting activities, including payments, transfers, accounts payable/receivable, and general ledger updates.
- Ensure effective time management in delivering all reports and reconciliations prepared by department staff.
- Liaise with internal and external auditors, tax advisors, and regulatory authorities by ensuring timely submissions and support during audits and reviews.
- Manage access to the main vault in accordance with established procedures and guidelines.
- Manage and ensure the effectiveness and efficiency of the Central Bank's payment and procurement operations within established systems, procedures, and internal controls.
- Ensure full compliance with accounting standards, financial regulations, and internal control policies.
- Perform other related duties that may be assigned from time to time.

The applicants should possess the following:

#### EDUCATION AND EXPERIENCE

- A master's degree in accounting, finance, banking, business administration, or other related field from a recognized university with three (3) years of relevant experience **OR**
- A bachelor's degree in accounting, finance, banking, business administration, or other related field from a recognized university with six (6) years of relevant experience.

#### TECHNICAL KNOWLEDGE

- Familiarity with the Central Bank of Belize Act, and relevant sections of the Domestic Banks and Financial Institutions Act, Money Laundering and Terrorism (Prevention) Act, and their accompanying regulations; Working knowledge of IFRS and accounting concepts and principles in general; Strong management and leadership skills; Proficiency in Microsoft Office Suite.

#### COMPETENCIES

- Analytical Ability, Communication, Initiative, Interpersonal Relations, Job Knowledge, Organisational Ability, Problem Solving/Judgement, Quality of Output, Decision Making, Delegation & Empowerment, Strategic Management, Coaching & Development.

Submit the following documents by **Wednesday, 9 July 2025:**

- Central Bank Employment Form (available online)
- Curriculum Vitae
- Certified copies of university transcripts, degrees, and any other personal certificates
- Two (2) current references (preferably from previous or current employer)

Applications should be addressed to:

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

**Ref: Assistant Manager- Accounts and Budget Department**

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