



**COUNCIL OF LEGAL EDUCATION**  
**Eugene Dupuch Law School**

**JOB VACANCY**

**POST OF ASSISTANT REGISTRAR (ACCOUNTS & FINANCE)**

The Council of Legal Education is seeking a suitable candidate to fill the post of **Assistant Registrar (Accounts & Finance)** at the Eugene Dupuch Law School. The Eugene Dupuch Law School is a regional institution which is administered by the Council of Legal Education.

The Assistant Registrar (Accounts & Finance) will offer support to the Law School in relation to all matters connected to the financial and property management of the Law School and is also responsible for providing leadership and innovative management in the relevant processes and procedures that ensures sound record keeping and financial prudence.

**MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

- A first degree in management and accounting from a recognized tertiary institution; and
- At least 5 years of relevant work experience, with three years in a supervisory position.
- Experience with project management would be an asset.

**Knowledge**

1. Comprehensive understanding of best accounting practices and procedures and accounting software such as QuickBooks.
2. Working knowledge of internal control principles and practices and banking procedures.
3. Working knowledge of financial reporting and budgeting.
4. Working knowledge of modern office procedures and methods, including record-keeping.
5. Working knowledge of health and safety standards.

**Skills**

1. Very good general accounting techniques in cash management and the preparation of basic financial reports.
2. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
3. Very good interpersonal skills, with the ability to relate effectively to persons at all levels.
4. Strong problem solving and analytical skills.
5. Strong oral and written communication skills.
6. Excellent time management skills.
7. Strong organizational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
8. Ability to lead projects.
9. Ability to work independently as well as within teams.

**Attitudes**

1. Exercises a very high level of confidentiality, diplomacy, and tact at all times.
2. Is an independent and quick thinker, self-starter, self-motivated, hardworking, responsible, accountable, and energetic and has a positive approach to work and other activities of the Law School.
3. Is able to work under pressure while exercising patience and tolerance.
4. Pays keen attention to detail and accuracy in work.

**Accounting/ Financial**

1. Ensures the maintenance of proper internal financial records as per standard accounting practices.
2. Ensures timely and accurate payment of expenses of the Law School.
3. Ensures that proper Internal Control procedures are created (where necessary) and maintained in the making of payments and the ordering and acquisition of property and services.
4. Assists in the development of financial policy and procedures.
5. Assists in the development of annual budget assumptions and framework.
6. Compiles an annual budget.
7. Monitors accounts receivables and accounts payables.
8. Prepares Income and Expenditure Variance Reports with analysis.
9. Plans and implements student registration activity to include assisting the Registrar with the scheduling of fee installment payments.
10. Prepares monthly Bank reconciliations.
11. Reviews and signs-off of petty cash reconciliations.
12. Maintains access/security over unused, unsigned cheques.
13. Liaises with external auditors for proper completion of the year-end audits.
14. Establishes and monitors student fee payment schedules to ensure timely payment of fee installments by students
15. Monitors and performs monthly reconciliation of employee loan and advance accounts.
16. Ensures that the Law School's property is properly accounted for, depreciated and replaced as needed

**Property Management**

1. Gives general oversight to property management matters, including the maintenance and replacement of furniture, fittings and equipment, save for IT equipment.
2. Schedules cleaning/servicing and maintenance of the building and other Law School property such as its vehicle(s).
3. Manages office supply inventory.
4. In collaboration with the Assistant Registrar (Administration), ensures a safe and healthy environment for staff and students.

**Strategic**

1. Assists in implementing a school wide strategic plan to guide the operations of the various departments in accordance with the Council of Legal Education's Strategic Plan.
2. Coordinates with department heads to establish financial/operational needs.

**Performance Management**

1. Develops performance of direct report(s) through supervising, coaching, training, etc.
2. Continuously assesses employee performance through performance management practices and EDLS' performance appraisal processes.

**Professional**

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Is compliant with the Council of Legal Education Regulations and EDLS' organizational policies and procedures.
4. Maintains professional conduct and manages workplace issues based on the EDLS' core values, policies, and procedures.
5. Develops and maintains strong working relationships with key external stakeholders.
6. Promotes healthy working relationships with co-workers and external stakeholders.

**Other Duties**

1. Prepares promissory notes and staff overtime forms.
2. Offers operational support to Registrar's office.
3. Identifies opportunities to enhance the services of the unit.
4. Attends and supports official events of the Law School and of the Council.
5. Contributes to the institutional life of the Law School.
6. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan.

**The Application**

A letter of application, curriculum vitae and supporting documents, a police certificate of good character and references from three (3) referees should be emailed not later than **Wednesday, September 4, 2024**, to [HR@edls.edu.bs](mailto:HR@edls.edu.bs).

**The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged. Late applications will not be considered.**