VACANCY NOTICE 001/2025
DEPUTY CONTROLLER

Exciting Career Opportunity at the Telecommunications Regulatory Commission!

The Telecommunications Regulatory Commission (the *Commission*) seeks a talented and motivated individual to join our team. We are currently accepting applications for the ideal candidate to fill the position of **Deputy Controller**.

The ideal candidate will assist the Financial Controller in delivering accurate, timely, and high-quality financial information to internal and external parties. You must possess the ability to identify potential financial risks and recommend corrective actions.

Primary Responsibilities:

- Assist in the preparation and review of financial reports.
- Run monthly audit reports, analyse data, and report findings.
- Manage the annual audit and prepare necessary forms and documents.
- Develop an assortment of policies, technical accounting analysis, and procedures.
- Ensure the timely reporting of all monthly financial information.
- Assist with the design and implementation of account reconciliations.
- Improve processes and internal controls in all areas managed.
- Oversee and manage month and year-end financial reporting close processes.
- Recommend policies and procedures to assist with the organization's smooth processing.
- Analyse and interpret balance sheet and income statement metrics and trends.

Other duties include but are not limited to:

- Manage cash flow - This includes forecasting cash flow needs, planning for foreign currency needs in advance, and alerting upper management for cash flow deficiencies.
- Act as audit liaison - This includes meetings with external audit staff, being receptive to audit findings, implementing reporting changes, and communicating with upper management or the board of directors the outcomes of the audit.
- Monitor internal controls - This includes gathering feedback from audit personnel, working with managers on designing proper control functions and gathering data on the effectiveness of internal control.
- Approve invoices - This includes having a higher dollar approval threshold to act as a control for large purchases.
- Assist in budget preparation - This includes feeding individuals around the company data and information on historical spending across a variety of general ledger coding.
- Minimize financial risk - This includes being aware of current processes, understanding company weaknesses, engaging employees with training, and openly communicating areas of opportunity to better safeguard assets.
- Ensure financial compliance - This includes understanding external reporting requirements, ensuring proper resources are on hand to meet those requirements, and overseeing the final product being delivered to external parties.
- Compile financial reporting - This includes being aware of recent changes to financial reporting practices.
- Identify cost savings - This includes understanding where operational efficiencies lie, how staff can be best utilized, what reporting functions are being duplicated, and what resources the finance department needs.
- Mentor financial staff - This includes being a leader in the controller's direct reports by involving them in higher-level discussions. Generally, the incumbent is expected to make decisions and provide solutions to problems within the authority delegated by management.

Minimum Qualifications, Knowledge and Experience:

- Bachelor's degree in accounting, Finance, or Business Administration.
- Professional designations such as CPA, ACA, or ACCA are preferred.
- 5-7 years of relevant experience.

Salary: Commensurate based on skills and experience

Terms: Permanent – Virgin Islanders or Belonger's Preferred

Closing date: October 24, 2025

Please address and send your resume to:
Human Resources – Ref: Deputy Controller
Telecommunications Regulatory Commission
P.O. Box 4401
Road Town, Tortola
British Virgin Islands. VG 1110
or email hr@trc.vg