

VACANCY

The Ministry of Education, Culture, Youth & Sports, Division Study Financing is currently recruiting an enthusiastic, dynamic, result-oriented, motivated, innovative, young professional for the following position:

Financial Officer

Main tasks and responsibilities:

- Process all requests for payments to third parties, service providers, and study financing recipients;
- Facilitate the timely disbursement of payments to third parties, service providers, and study financing recipients;
- Facilitate the bi-annual extension of study financing for eligible recipients;
- Maintain regular contact with the Receivers Office, Finance- and Treasury Department ;
- Maintaining and updating the study financing database administration -and financial payments system;
- Accurate preparation of advisory documents through research and analysis of case files, applicable legislation, and policy;
- Processing of new applications study financing and related services;
- Facilitating the study financing decision making- and issuance process and the collection of outstanding study loans;
- Control and monitoring of the Division Study Financing budget;
- Maintaining an updated and accurate financial administration;
- Preparation of monthly budget realization reports, annual financial reports/audits, and annual budget.

Requirements:

- Bachelor's degree in business administration, accounting, or financial control;
- You are able to work under pressure in a high paced, results oriented and demanding environment;
- You are able to maintain a cool head in stressful and hectic situations;
- You are able to work efficiently and within the specified deadlines;
- You have:
 - proven experience with the preparation of financial implementation plans, budgets, the control and monitoring of expenditures and income based on an annual budget, budget control processes, and periodic reporting;
 - proven knowledge and expertise in the revision and preparation of financial year reports, financial management, administration and control;
 - proven knowledge of the study financing legislation and policy of the Government of St. Maarten;
 - proven knowledge and expertise with database systems, preparing advices, ministerial decrees and reports;
 - experience establishing financial policy guidelines and procedures;
 - experience with Microsoft Office package;
- You have strong communication skills in English and Dutch and skills in the processing of financial administrative information;

Salary Indication:

Your salary will be dependent on your qualifications, and experience and will range between NAf 3,240.00 and NAf 6,809.00 per month.

Interested persons should send application letters with curriculum vitae and copies of diplomas or certificates to email addresses: careers@sintmaartengov.org and antonio.aventurin@sintmaartengov.org .

The deadline for all applications is December 15, 2023

A detailed description of the tasks and responsibilities of a guidance counselor is available on our website www.studyfinancing.sx on the *Downloads* page.

For more information, please call telephone number: +1(721) 527-3840 or email: info@studyfinancing.sx