



## BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

### EMPLOYMENT OPPORTUNITY

# BURSAR

#### 1. THE ORGANIZATION

The Schools were established in 2001 as private secondary schools owned and managed by the Anglican Diocese of Trinidad & Tobago to provide high quality, relevant and state of the art teaching and learning facilities and services to students and other stakeholders consistent with the highest values and traditions of Anglicanism.

#### 2. ROLE AND CORE FUNCTION

The Bursar directs and oversees all the financial operations of BATCE including being responsible for financial administration, providing financial analyses and projections in support of the school's strategic plan, accounting for revenue and monitoring costs. The bursar is required to lead and direct the staff attached to the Bursar's office.

#### 3. EDUCATION AND EXPERIENCE

1. ACCA, Professional Member (FCCA)
2. At least 10 years' progressive accounting experience
3. At Least 5 years' Managerial experience
4. Proficient in the use of MS 365 Office Suite – Word, Excel, Outlook, PowerPoint, MS Teams
5. Proficient in the use of QuickBooks
6. Proficient in the use of Micropay

#### 4. ESSENTIAL ATTRIBUTES

1. Strong organization and time management skills
2. Strong analytical and critical thinking skills
3. Ability to demonstrate a high level of confidentiality
4. Ability to develop and maintain productive work relationships with all stakeholders
5. Report writing skills

#### 5. FURTHER INFORMATION

Interested persons are asked to submit their applications to the following address:

**Bishop Anstey High School East & Trinity College East  
The Human Resources Department  
#1 College Avenue, Trincity  
OR  
Email to: [hr@batce.edu.tt](mailto:hr@batce.edu.tt)**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 09, 2025**  
Unsuitable applications will not be acknowledged.