



The Centre for Strategic and Policy Studies (CSPS), Brunei Darussalam is an independent Think Tank, providing advice and ideas on policy and related matters of strategic importance to Brunei Darussalam and its stakeholders.

We are seeking qualified, highly motivated and dynamic individual to join us for the following position:

**Job Code: COR/FO FINANCE OFFICER**

**Salary Scale: Group 8**

**Responsibilities**

- Responsible for performing professional, administrative and technical accounting and finance duties in maintaining the financial records and system of the Centre in compliance with CSPS Financial Guidelines and Procedure.
- Required to plan, organize, control, monitor and prepare financial operations including budgeting, accounting, financial reporting, cash management, audit, payroll, purchasing, maintain accounts payable and manage office operations.

**Minimum Requirements**

- Bachelor's Degree in Accounting/Finance/Economics and Finance/Banking and Finance or related field of study OR professional qualifications such as Institute of Chartered Accountants in England and Wales (ICAEW) or Association of Chartered Certified Accountants (/ACCA) or recognized professional accounting bodies.
- Master's Degree and/or working experience in accounting or finance related fields would be an advantage.
- Possess strong analytical skills, report writing and communication skills.
- Possess strong proficiency in the use of Microsoft word processor, databases, spreadsheets and powerpoint presentation.

Successful candidates for the above position shall work under the direction of the CSPS Executive Director,

All interested candidates are invited to submit a comprehensive resume, copies of certified certificates and one (1) recent passport size photo (non-returnable) in a sealed envelope to the following address:

**Job Code: COR/FO FINANCE OFFICER**  
**Centre for Strategic and Policy Studies**  
Corporate Division, 3rd Floor, East Wing  
CSPS building, Simpang 347  
Gadong BE1318, Brunei Darussalam

or Email to [recruitment@csp.org.bn](mailto:recruitment@csp.org.bn).

Only short-listed applicants will be notified.

Salary and points of entry for the above positions will commensurate with qualification and experience.

**Closing date for submission: 15 November 2019, not later than 4:30 pm.**