BIBA

THE ASSOCIATION FOR GLOBAL BUSINESS

Global Business in Barbados

Nature, Contribution and Careers

Outline

- Overview of the Sector
- Contribution to the National Economy
- Success Factors
- Careers
- The YOU Factor

Overview of the Sector

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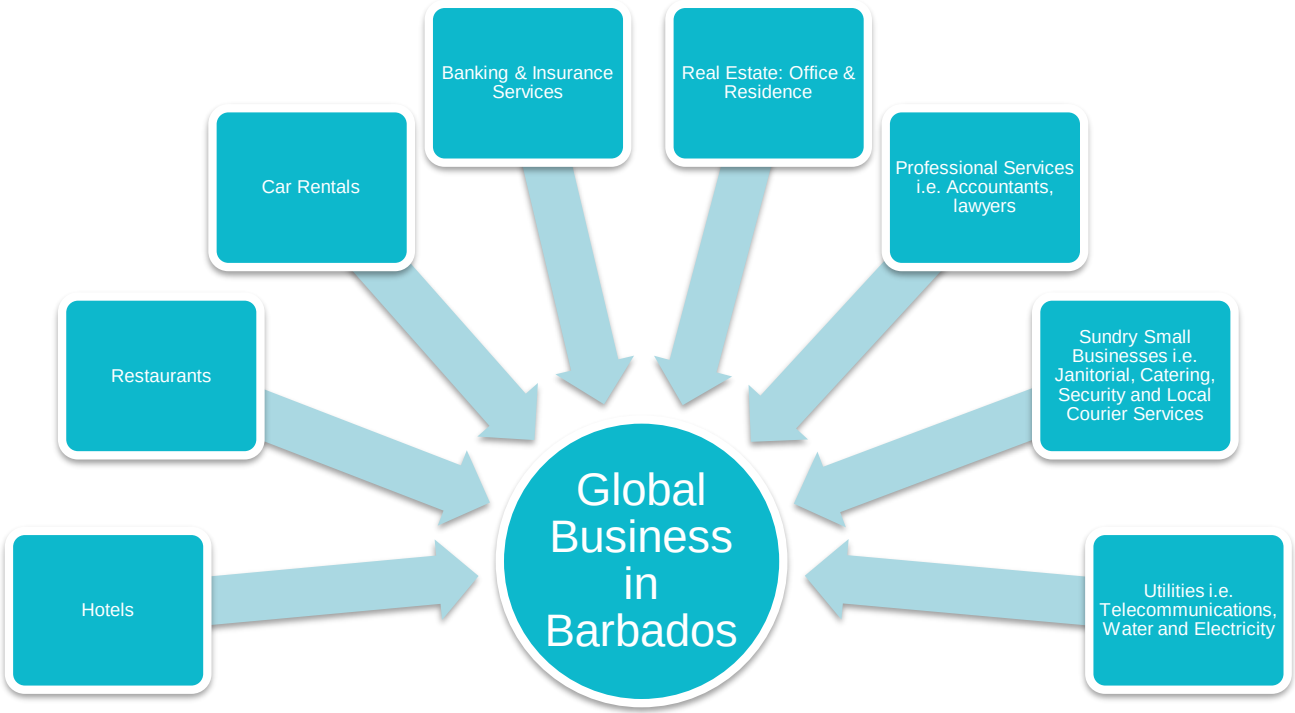
What is Global Business?

- Any Barbados-based business activity that serves foreign or international customers

Extent of Global Business Originating in Barbados

- Manufacturing
- Banking
- Insurance
- International Sales, Marketing and Management
- Mining
- Oil & Gas

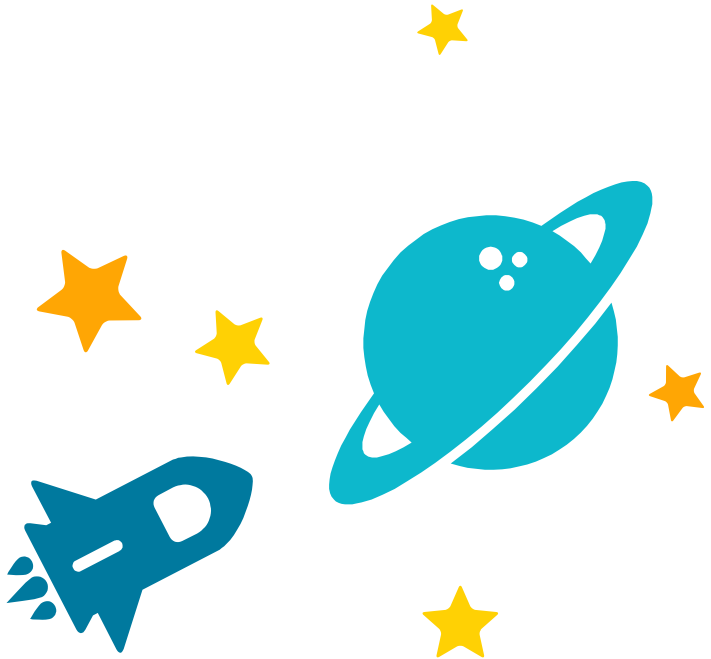


DIRECT CONTRIBUTIONS

- Approx. 4,000 employed
- Av. Salary $6,000
- Corp. Tax
- PAYE
- NIS

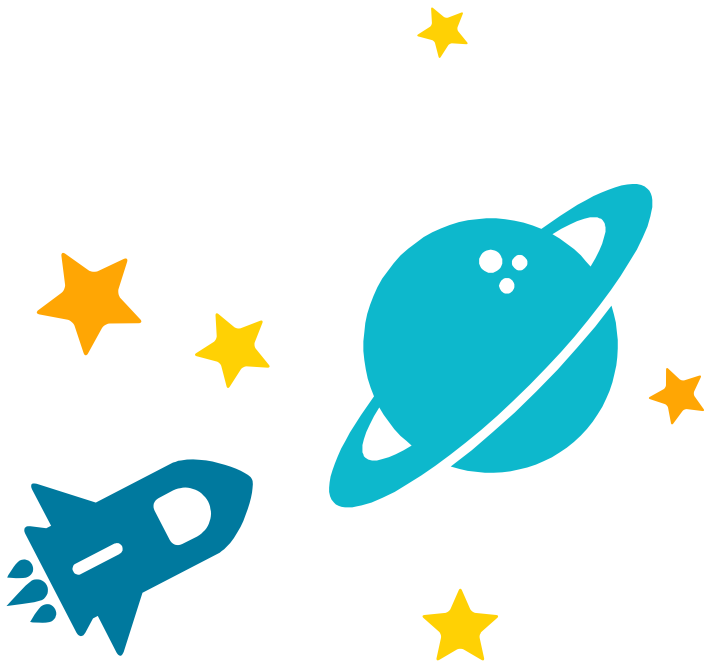
Attainable Positions

- Accountant
- Account Executive
- Administrative Assistant/Receptionist
- Attorney-at-Law/Legal Counsel
- Client Accountant
- Corporate Secretary
- Digital Marketing
- Financial Controller
- General Insurance Manager
- Information System Administrator
- Investment Analyst



Attainable Positions

- Junior Accountant
- Manager, Client Accounting
- Office Manager
- Receptionist
- Insurance/Reinsurance Actuary
- Retail Marketing Manager
- Retail Sales Support Administrator
- Senior Account Executive
- Senior Investment Manager
- Vice President, Investments



Accountant

Job Profile/Function

Responsible for

- Establishing and maintaining a system of financial controls

Ensuring adherence

- Approved policies and procedures
- Safeguarding of assets and the timeliness
- Accuracy and completeness of the Company's accounting record

Presentation of

- Monthly, quarterly and annual financial statements
- Provides financial management support to the Financial Controller

Accountant

Qualifications, Skills & Attributes

- A Bachelor's degree in Accounting and has to be at level 3 or 4 of the professional accounting designation.
  - with at least 3 – 5 years' work experience

- A Bachelor's degree in Accounting and must be pursuing or have a professional accounting designation.
  - with at least 2 – 3 years' work experience in a similar capacity

- ACCA, CGA, CA or equivalent qualification or final year enrolled in one of the professional accounting programs.
  - with at least 5years' work experience

Attorney-at-Law/Legal Counsel

Job Profile/Function

Responsibility for

- Setting up and establishing the various corporate entities

Ensuring compliance

- With legislative provisions under which the Company operates
- By advising on any applicable domestic law issues, e.g. labour laws

Preparation of

- Legal documents
- Legal opinions
- Various reports to the Board

Attorney-at-Law/Legal Counsel

Qualifications, Skills & Attributes

- A Bachelor's degree in Law and a legal Education Certificate from a recognized Law School

Corporate Secretary

Job Profile/Function

Organising

- Board of Directors' and Committees'
  - Meetings
  - Recording minutes of meetings
  - Assisting with the annual election of Directors
  - Administering the payment of fees

Handling

- Shareholder relations
  - Coordinating annual meetings
  - Maintaining a list of officers and directors

Proposing

- Policies and practices
- Submits various reports to the Board

Corporate Secretary

Qualifications, Skills & Attributes

- A Bachelor's Degree in Law or must have a professional designation such as Assoc. of the Chartered Institute of Secretaries (ACIS)
  - with at least 2 years' work experience

- A professional designation such as ACIS/Business degree

Digital Marketing Manager

Job Profile/Function

Plan, Build, Implement

- Overall Digital Marketing Strategy

Manage

- The Strategy
- The team, including training
- Manage and oversee various digital marketing channels
- Manage Digital Marketing Budget

Measure

- Key Performance Indicators (KPIs)
- Return on Investment (ROI)
- Track and measure SEO and Google Analytic Metrics
- Prepare reports

Digital Marketing Manager

Qualifications, Skills & Attributes

- A Bachelor's Marketing, Communications or Digital Media
  - with at least 2 years' work experience

- Indepth knowledge of social media platforms
- Highly creative
- Up-to-date on latest trends and technologies

Information Systems Administrator

Job Profile/Function

- Assisting with
  - Management of the Company's internal Microsoft and Windows NT networks and server
  - Design, implementation and production of management reports and designs
  - Implementing all software interfaces needed by the Company.
- Coordinating
  - Information systems/information technology needs of the organisation
  - IT infrastructure and activities with internal and external IT Manager/Consultant
- Trouble-shooting network problems
  Ensuring minimum downtime
  Ensuring that all equipment is functioning in an efficient manner
  Providing training for staff in use of various computer tools and software packages

Information Systems Administrator

Qualifications, Skills & Attributes

- A Bachelor's degree in computer science, information technology or related discipline, plus operations and Anti-money laundering training.
  - with at least 3 – 5 years' work experience in a similar capacity
- A Bachelor's degree in information technology and certification as a Microsoft Professional.
  - with at least 3 years' work experience in a similar capacity

Investment Analyst

Job Profile/Function

- Assisting in
  - Analysis of the investment opportunities
  - Making written recommendations using appropriate analysis
  - Valuation techniques and the Company's investment policies and regulatory guidelines
  - Preparation of
    - Corporate reports
    - Financial year-end and interim reports
    - Presentations
    - Ongoing development of Company's investment policies
- Reports to the Investment Manager

Investment Analyst

Qualifications, Skills & Attributes

- A Bachelor's degree in Finance, Economics or Accounting and must have a professional accounting or finance designation
  - with at least 3 years' work experience in a similar capacity
- A Bachelor's degree in Finance, Economics or Accounting and enrolled in a professional Securities training programme
  - with at least 2 years' work experience in a similar capacity
- A Master's degree in Finance or Accounting
  - with at least 3 years' work experience in a similar capacity

Insurance/Reinsurance Actuary

Job Profile/Function

- Strategic planning
  - Ensuring that asset liability management, accounting and other financial reporting issues are appropriately addressed.
- Managing the legal entity's integrity and pricing processes for various transactions
- Assist with quarterly financial reporting
  - Supporting the chief actuary in adhoc pricing projects including the enhancement of internally developed Economic Capital at Risk Models.
- Supporting and developing junior actuarial students in various pricing projects

Insurance/Reinsurance Actuary

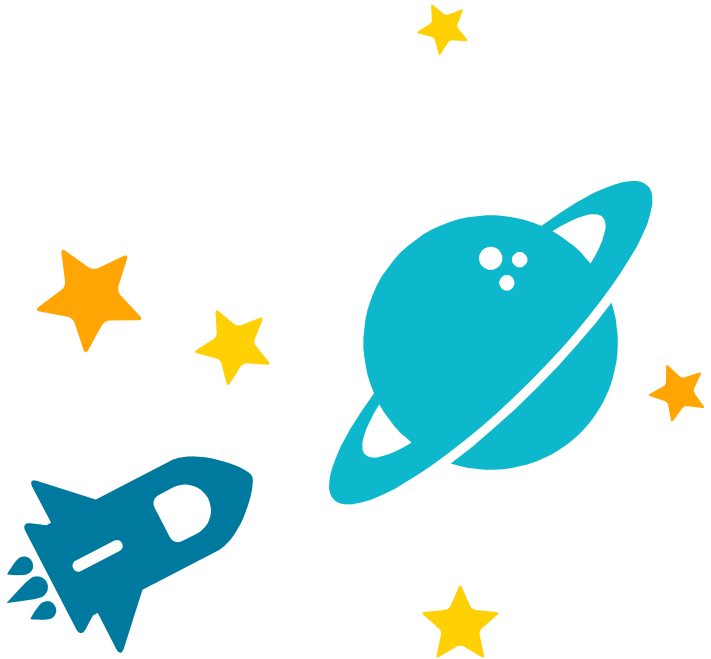
Qualifications, Skills & Attributes

- Should have a degree in Actuarial Science and be a Fellow of the Society of Actuaries (FSA)
- Strong knowledge of reinsurance market and regulations is desirable
- Experience in financial or insurance related roles:

The YOU Factor

You are important to national development:
(Economic development is all about people)

- Competition is global
- Good professional skills base
- Very good communications skills
- Right attitude
- Commitment to being effective and efficient



Thank You!

ANY QUESTIONS?