**JOB VACANCY**

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| **Job Title:** | Finance Manager |
| **Location:** | Providenciales, Turks and Caicos Islands  |
| **Department:** | Finance  |
| **Reporting to:** | Chief Financial Officer |
| **Employment type:** | Permanent |
| **Compensation:** | **Grade**: 9.1 – 9.5  |

**Purpose of the Job:**

The Finance Manager will be primarily responsible for overseeing the daily financial accounting, reporting, and strategic financial planning activities within the organization. Their key responsibility lies in providing dependable financial and business information crucial for informed decision-making by key management. Additionally, they will provide insightful analysis of financial operating results, ensuring alignment with International Financial Reporting Standards (IFRS), regulatory requirements, and management objectives. Moreover, the Finance Manager will uphold productivity standards across all areas of financial responsibility, ensuring the efficiency of the finance staff.

**RESPONSIBILITIES:**

* Accountable for company-wide accounting and financial reporting functions, including General Ledger, Accounts Payable, Accounts Receivables, Payroll, Inventory, Cash Management, and other Financial Reporting functions.
* Monitor reporting systems, prepare accurate financial reports and statements, interpret data, prepare and publish all financial documents, and ensure adherence to regulations.
* Maintains and monitors financial policies and procedures, ensuring operational and financial compliance.
* Uses financial analyses and modelling to simulate economic scenarios and determine the company's present and future financial condition.
* Develop financial management strategies to reduce financial risk, provide relevant recommendations to maximize profits, and assist executives in decision-making.
* Provides timely and accurate reporting of month-end closings and financial reporting activities.
* Contributes to the achievement of Company objectives through the accurate and timely identification and resolution of accounting issues/opportunities.
* Collaborates with external auditors to provide in-depth assistance with periodic financial and inventory audits.
* Own and oversee the annual business plan development, ensuring reliable forecasts are produced.
* Build and own the reporting dashboards that enable the company to understand how it is performing versus its plan.
* Own and build our finance infrastructure, covering tools, processes, disbursements, and collections.
* Manage cash and improve cash forecasting, AR, and AP processes.
* Manage the financial system, ensuring maximum productivity and that it meets the needs of the business today and in the future.
* Oversees the continuous improvement of Accounting and Financial Processes and the development of the team, with the goal of achieving best practices and optimal output.
* Ensure that all finances are properly administered and monitored.
* Ensure that appropriate financial regulations and controls are always in place and in use.
* Ensure that all financial reporting obligations are met in relation to cash management.
* Identifies, investigates, and analyses potential operational improvement. Based on findings, propose appropriate operational changes (policy, procedures, processes, etc.).
* Maintains a documented system of accounting policies and procedures.
* Ensure sufficient funds are available to meet ongoing operational and capital investment requirements.
* Maintain banking relationships.
* Report to management on variances from the established budget and the reasons for those variances.
* Engage in ongoing cost reduction analyses in all areas of the company.
* Ensure compliance with policies, government regulations, and IFRS standards.
* Develop and execute improvement plans on the financial reporting process including updating the Finance Operations Manual for new processes.
* Perform economic evaluations of projects and investments to improve financial performance.
* Assist the Procurement Manager in the execution and compliance of relevant procurement-related policies and procedures and other requirements.
* Responsible for the continued training and development of departmental staff.
* Establishes cross-training as required.
* Monitors the succession plan of subordinates to ensure that the department operates effectively and efficiently.
* Coordinate the development of training plans to ensure that they are enforced and scheduled properly so as not to cause interruptions in the normal course of business.
* Provide coaching, guidance, and support, as well as set professional development plans to assist employees in reaching their full potential through the performance management process.
* Ensure that written performance evaluations of supervised employees are completed as required, provide continuous feedback on personnel performance issues, and take immediate action to recognize achievements and address deficiencies or problems.
* Conduct formal performance appraisals for employees to assess employee performance and help employees improve their performance.
* Develop and publish measurements of the group’s customer service and productivity levels.
* Other duties that may be assigned from time to time.

**QUALIFICATIONS & SKILLS**

* Bachelor’s degree with a major in Accounting or a Master’s Degree equivalent
* CPA, CA, ACCA preferred.
* Prior experience working in a finance team, ideally within a fast-paced environment.
* Excellent team player and team-building skills.
* Excellent leadership abilities.
* Must possess excellent oral and written communication, organization, analytical, and problem-solving skills.
* Ability to look for opportunities for continuous improvement and challenge the status quo.
* Ability to influence and negotiate within the department, across the organization, and with internal and external stakeholders to gain support for initiatives and achieve desired results.
* Must possess excellent working knowledge of MS Office software programs.
* Must possess working knowledge of financial management, internal controls, forecasting and budgeting techniques.
* Must possess extensive knowledge in the area of International Financial Reporting Standards.
* Must possess the ability to develop, monitor and maintain management information systems and procedures.
* Capable of fostering strong interpersonal relationships across the organization while tactfully presenting necessary business challenges in a constructive and respectful manner.

**Qualified candidates should submit a Cover Letter, Resume, Two Supporting References, and details of their Immigration Status via email at** **hrrecruitment@tciairports.tc on or before:**

**April 12th, 2024, addressed to:**

The Human Resources Manager

Turks and Caicos Islands Airports Authority

Walter E. Cox Snr Administration Building

Howard Hamilton International Airport

Providenciales, Turks and Caicos Islands