

FINANCIAL ANALYST

Job Advertisement

Reporting To:	Finance Manager	
Division:	Finance	
Grade Level:	7.1	
Remuneration:	\$56,037.00	
Special Requirements:	N/A	
Employment Type: ☒ Continuous Employment ☐ Fixed Term Contract ☐ Independent Contractor ☐ Consultant ☐ Intern	Hours: ☒ Full-Time ☐ Part-Time ☐ Part-Time Shift ☐ Casual/Flexible	Location: ☐ All Islands ☒ Providenciales ☐ Grand Turk ☐ Salt Cay ☐ North and Middle Caicos ☐ South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority (TCIAA), established under the Airports Authority Act, is responsible for the development, operation, and management of airport infrastructure across the Turks and Caicos Islands.

TCIAA operates six airports and provides air navigation services within the territory's low-level airspace. Our mission is to deliver world-class airport facilities and operations through excellence in safety, security, efficiency, innovation, and customer service—supporting the nation's socio-economic development and growth.

About the role

This role responsible for primarily coordinating the organization's financial planning, budgeting, reporting, cost control, and analysis (including management reporting, presentations, capital planning, investment analysis, project reviews, financial modeling, and ad hoc financial analysis) while strictly adhering to disciplined financial and strategic objectives.

Responsibilities and Key Deliverables

Financial Planning, Budgeting and Forecasting

- Coordinate the annual budget process, working closely with each department head: compile departmental submissions, review them for completeness and reasonableness, challenge

assumptions, and prepare the consolidated budget model in line with the agreed budget timetable.

- Prepare financial forecasts, annual business plans and rolling plans, and update the in-year forecast monthly for circulation with the management accounts.
- Provide key support to the Authority's strategic planning and reporting, ensuring that budgets and forecasts align with the Authority's overall strategy.
- Support cost-saving and cost-control activities by identifying opportunities, quantifying their impact and tracking delivery.

Financial Analysis and Management Reporting

- Prepare monthly variance analysis reports for the senior team, comparing actuals against budget, forecast and prior year, with clear commentary on the causes of significant variances.
- Lead and coordinate the preparation of the Authority's Monthly Management and Cost Centre Reports.
- Analyse revenue and expenditure trends across all revenue, expense and capital areas, and provide proactive insight and recommendations to the Finance Manager and Senior Accountant.
- Monitor performance indicators, highlighting trends, investigating unexpected variances and recommending corrective action.
- Analyse complex financial information and reports to provide management with accurate and timely recommendations for decision-making.
- Assist in the preparation of Board financial presentations and management reports, presenting data in charts, tables and graphs that are clear and accessible to non-finance audiences.
- Conduct ad hoc financial analysis, research and reporting within agreed timelines.

Financial Modelling and Strategic Analysis

- Build and maintain financial models to support budgeting, forecasting, capital planning, scenario and sensitivity analysis, and financial reporting.
- Evaluate capital expenditure proposals, investment opportunities and business cases, including rate of return, profit plans and whole-life cost analysis.
- Support the Finance Manager in strategic financial projects, including NAIP financing analysis and tariff review modelling.
- Provide key support in the regulatory review process and regulatory reporting.
- Prepare financial benchmarking analysis against comparable airport authorities and industry data.
- Use financial models to recommend revenue growth, cost reduction, investment and expansion options, and to identify financial performance trends and financial risk.
- Interpret information on pricing, risk, stability and other factors affecting the Authority's financial sustainability.

Capital and Project Financial Tracking

- Prepare and maintain monthly capital project tracking reports and provide financial commentary to project owners.
- Monitor the costs of capital and operational projects against approved budgets, contracts and business plans; explain material variances in writing and escalate potential overruns promptly.

- Identify and investigate non-compliance with contracts and business plans, referring any suspected irregularity or fraud-related allegation to the Finance Manager in line with the Authority's policies.
- Analyse capital expenditure and depreciation to support budgeting, forecasting and financial reporting.

Dashboards, Reporting Tools and Systems

- Develop and maintain financial dashboards and reporting tools for the Finance Department and the wider management team.
- Develop and maintain the Authority's Scorecard (or any equivalent performance management system) and coordinate its implementation.
- Contribute to the accounting system upgrade project by supporting data migration, testing and reporting build-out, and by documenting reporting and dashboard specifications for sign-off before go-live.
- Maintain the integrity of financial data, and document models, assumptions and data sources so that outputs can be reviewed and reproduced.

Financial Close, Compliance and Statutory Reporting

- Assist in the month-end, quarter-end and year-end closing process, ensuring transactions are recorded in accordance with IFRS.
- Reconcile internal accounts and coordinate with other Finance team members to review financial information and forecasts.
- Assist in the preparation of grant and statutory financial reports, and support internal and external audits with schedules, analysis and explanations as required.
- Analyse inventory levels and movements and report findings to the Senior Accountant.

Industry Knowledge and Professional Practice

- Maintain a working knowledge of the aviation and airport industry using trusted sources such as trade bodies, industry experts and government agencies.
- Monitor industry news and developments to identify opportunities and minimise financial risk to the Authority.
- Drive performance improvement through financial analysis and a thorough understanding of the Authority's financial transactions and cost drivers.
- Maintain strict confidentiality of financial and commercial information and pursue continuing professional development relevant to the role.

Other Duties

- Perform any other duties and responsibilities related to the role assigned by Managers.

Education Requirements

- Bachelor's degree in Finance, Accounting, Economics, Business Administration or a related quantitative discipline.
- A professional accounting or finance qualification (ACCA, CPA, CIMA, CFA or equivalent), or demonstrable progress towards one, is a strong asset.

Experience Requirements

- Minimum of three (3) years' progressive experience in financial analysis, financial planning and analysis (FP&A), management accounting or a comparable role.
- Demonstrated experience in budget preparation, forecasting, variance analysis and building financial models.
- Experience in capital project tracking or investment appraisal is desirable.
- Experience within an airport, aviation, utility, infrastructure or statutory body environment is an asset.

Core Skills

- Advanced Microsoft Excel skills, including financial modelling, complex formulas, pivot tables and data tools.
- Proficiency in dashboard and data visualisation tools (e.g. Power BI or equivalent) and in accounting/ERP systems.
- Strong analytical and quantitative skills, with a high degree of accuracy and attention to detail.
- Clear written and verbal communication, including the ability to explain financial information to non-finance colleagues and to prepare Board-level material.
- Strong planning and time management skills, with the ability to meet recurring reporting deadlines and manage competing requests.

Knowledge and Certifications

- Sound working knowledge of International Financial Reporting Standards (IFRS).
- Knowledge of budgeting and forecasting techniques, cost accounting, and investment appraisal methods (NPV, IRR, payback and rate of return).
- Understanding of internal controls, financial governance and audit requirements.
- Familiarity with airport economics (aeronautical and non-aeronautical revenue, tariffs and charges) and with the financial framework applicable to TCI statutory bodies is an asset

Key Competencies

- **Analytical Thinking:** Interprets complex financial and operational data, identifies root causes and trends, and draws sound, evidence-based conclusions.
- **Accuracy and Attention to Detail:** Produces models, reports and analysis that are free of material error and can withstand review and audit.
- **Strategic and Commercial Awareness:** Understands how the Authority generates revenue and incurs cost and links analysis to strategic priorities.
- **Communication and Influence:** Presents financial information clearly and accessibly, tailoring the message to department heads, the senior team and the Board.
- **Collaboration and Business Partnering:** Builds constructive working relationships with department heads, project owners and the Finance team; challenges assumptions respectfully.
- **Planning and Delivery:** Organises work to meet monthly reporting deadlines and agreed timelines; acknowledges and manages ad hoc requests reliably.
- **Initiative and Continuous Improvement:** Offers proactive insight without being asked and seeks better tools, processes and ways of reporting.

- **Integrity and Confidentiality:** Handles sensitive financial and commercial information with discretion and upholds the Authority's standards of conduct.

Working Conditions

- Full-time position based in Providenciales, working primarily in an office environment within an operating airport. An airport security pass is required, and security and safety procedures must be observed at all times.
- Standard working hours are Monday to Friday. Extended hours will be required at peak periods, including month-end and year-end close, the annual budget cycle, audit and Board reporting.
- The work involves prolonged periods of computer-based, detailed and deadline-driven analysis, and regular interaction with department heads, project owners and senior management.
- Occasional inter-island travel to the Authority's other airports may be required.
- The role has regular access to confidential financial and commercial information

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as approved and/or required and/or appropriate by the CEO.

Why Join TCIAA?

- Be part of a critical national infrastructure organisation.
- Contribute directly to the safety and efficiency of airport operations.
- Access opportunities for technical training and professional development.
- Work in a dynamic, team-oriented, and safety-focused environment.

Application Requirements

- **Cover letter**
- **Resume**
- **Two (2) professional references attesting to character and competency**
- **Enhanced police record (purpose Airport ID)**
- **Proof of status**

No later than October 16, 2026, to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Walter E. Cox Administration Building
Howard Hamilton International Airport
Telephone# 649-338-5420 Email: hrrecruitment@tciairports.tc