

## JOB DESCRIPTION

**JOB TITLE:** Finance Manager  
**SERVICE LINE:** Finance  
**REPORTS TO:** Financial Controller  
**DATE CREATED:** 28 February, 2017  
**DATE REVISED:** 3 March, 2017

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### JOB SUMMARY

The incumbent is responsible for the financial health of the Port Authority of the Cayman Islands (PACI). The incumbent assists in producing financial reports, develops strategies based on financial research, provides support to the Deputy Director – Finance and Financial Controller (FC), and provides guidance to management to assist in short- and long-term decision making.

### ROLE & RESPONSIBILITIES

#### Strategic Management

- Assists in the development of strategies based on financial research and analysis to accomplish PACI's mission, vision, and organisational goals and objectives
- Collaborates with the management team to create a strategic plan for financial performance improvement to maximise the generation and collection of revenue

#### Financial and Operational

- Ensures proper maintenance of the General Ledger, including the preparation of adjusting journal entries
- Responsible for the maintenance of the Fixed Asset Register, which includes the management accounting of fixed assets and depreciation accounts
- Responsible for the resolution of accounting discrepancies
- Assists with Cayman Islands Government (CIG) required reports on balance of payments, cost of living, etc.
- Prepares monthly reports for CIG Treasury
- Analyses PACI's financial status and performance to identify areas for improvement
- Assists the FC in generating financial reports and provides insightful information and guidance to management to assist in short- and long-term decision making
- Assists in the maintenance and monitoring of inventory records, and conducting periodic reconciliation of the inventory
- Responsible for the reconciliation of daily lodgements
- Monitors, reviews and signs off on all bank reconciliations ensuring accuracy and completeness
- Assists in the review and approval of all invoices for completeness, accuracy and payments
- Assists the FC in all aspects of managing the day-to-day accounting department operations
- Prepares audit schedules for review and approval
- Assists in the monthly assessment of fuel and parts usage and the expensing of usage
- Research and recommend methods for minimising financial risk to PACI
- Provides input to management on establishing appropriate Key Performance Indicators (KPI)
- Ensures compliance to all policies, procedures, Standard Operating Procedures (SOP), with recommendations for action and continuous improvement
- Assists in pre/post natural disaster activities
- The incumbent may be required to perform other duties as directed by the Port Director, Deputy Director – Finance, FC or designate
- Undertakes any reasonable training that is required as business needs change, including training for current or new duties as well as the periodic reassessment of existing certifications

#### Communication

- Provides leadership and effective communication to management, employees and other stakeholders
- Collaborates with other departments on cross-department initiatives
- Assists the FC in generating financial reports and useful information to management to aid decision making
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations
- Recommends changes to policy based on technical guidance and interpretation of Financial Regulations and Financial Reporting Standards

## Human Resources

- Assists the FC in supervision of accounting employees and managing day-to-day accounting operations
- Collaborates with the FC, Deputy Director - Finance and Human Resources for effective recruitment and orientation of accounting employees
- Conducts performance appraisals and liaises with Human Resources to develop appropriate training and development plans for employees under incumbent's responsibility
- Ensures that accounting employees are achieving specified objectives and performance targets

## **QUALIFICATIONS & EXPERIENCE**

- A Bachelor degree from a recognised college or university with a major in Finance, Accounting, Commerce, Management, or Business Administration; a Master degree is preferred
- Chartered Accountant, Certified General Accountant, or Certified Public Accountant designation is an asset
- Three (3) – five (5) years of progressive financial responsibility including three (3) years of administrative and supervisory responsibility
- Thorough knowledge of Generally accepted accounting and internal control principles (GAAP), and International Financial Reporting Standards

## **PREFERRED SKILLS**

- Advanced analytical, research, problem solving, decision making, time-management and interpersonal skills
- Proven leadership and strategic thinking skills
- Excellent verbal and written communication skills including business writing, report preparation and public speaking skills
- A strong understanding of financial reporting and budgeting
- Ability to research and understand financial and risk management issues, and identify appropriate methods to address them
- A high level of maturity, professionalism, initiative, and ability to maintain confidentiality
- Ability to succeed in an environment of pressing deadlines and changing conditions
- Proficient in Microsoft Office suite and accounting software

## Attributes

- Ability to lead yourself and others, through delivering results with integrity and in a responsible, inclusive and resilient manner
- Skilled at building and maintaining genuine relationships that are built on trust, networking both internally and externally
- Possess a wealth of knowledge and insight, and a willingness to continuously learn, considering a broad range of perspectives, and creating value through innovation
- Effectively apply a range of technical capabilities, while maintaining prescribed standards to deliver quality and value for customers; collaborating with team members and continuously building technical expertise and knowledge

## **SUPERVISION OF OTHERS**

- Direct supervisory responsibility as defined in the PACI Human Resources Policies and Procedures and / or as outlined in the Cayman Islands Port Authority Law (1999 Revision).

## **WORKING CONDITIONS**

### Environment

Work is performed primarily in a standard office environment with some travel to different sites. This is a full-time position. Standard days and hours of work are weekdays 8:30am – 4:00pm. The incumbent may be required to work extended hours including evenings, weekends and public holidays and may be required to travel (primarily to the Sister Islands, the Caribbean and North America).

### Physical

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision

See in the normal visual range with or without correction. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.

Hearing

Hear in the normal audio range with or without correction.