



JOB DESCRIPTION

JOB TITLE: Financial Controller
SERVICE LINE: Finance
REPORTS TO: Deputy Port Director – Finance
DATE CREATED: June 6, 2016
DATE MODIFIED: June 3, 2025

JOB SUMMARY

The Financial Controller is responsible for providing support to the Deputy Port Director—Finance (“DPDF”). The incumbent ensures the effective implementation of financial and management accounting across the Port Authority (“PACI”). The Controller also manages and develops financial controls and systems within the finance department and across the organization. The incumbent ensures the provision of high-quality support and advice services to budget holders, managers, and other staff. The incumbent will be involved in personnel management, interpersonal communications, procurement, and customer service.

DUTIES/ RESPONSIBILITIES

Strategic Management

- Assist the DPDF in developing and monitoring the strategic plan for the Finance Department, ensuring alignment with the Port Authority's vision and mission.
- Assist the DPDF with overseeing the financial performance, sustainability, profitability, and continuous improvement of the PACI, as well as maximising returns for the business and monitoring progress.
- Assist the DPDF with overseeing the development and maintenance of an Enterprise Risk Register, ensuring relevant risk mitigation procedures are developed and tested regularly.
- Conducts research in financial and budget matters and recommends solutions to address changes, improve the economic performance, or reduce costs.
- Assist the DPDF in conducting research for the Board and board subcommittees, including deputizing in the DPDF's absence.

Operations

- Ensures proper maintenance of the General Ledger.
- Overseeing the maintenance of the Fixed Asset Register, which includes the management accounting of fixed assets and depreciation accounts.

- Assists the DPDF with preparing the monthly and annual budgets.
- Assists with preparing projections for revenue and expenditure.
- Responsible for resolving accounting discrepancies.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Collaborate with external auditors to complete annual and ad-hoc audits.
- Assists with government-required reports on balance of payments, cost of living, etc.
- Prepare the monthly financial report for Treasury.
- Prepares the monthly wage earners' payroll and related disbursements.
- Monitors the revenue and cash performance for accuracy.
- Prepares departmental standards as required by the Port Director and Deputy Port Director - Finance.
- Prepares, monitors, reviews, and signs off on journal entries.
- Oversees the accounting of fuel inventory usage on a monthly basis.
- Maintains and monitors the inventory records, overseeing the periodic reconciliation of the inventory.
- Assists in any area and task necessary for pre-/and post-potential natural disasters.
- If not required for these duties during any time you are on pay, you may be required to carry out any other work within your capability. This includes general laboring tasks where minimal instruction is required.
- Undertakes any reasonable training that the Company may require. This includes training for current or new duties as well as the periodic reassessment of existing certifications.
- Strives to achieve consistently high levels of productivity and customer service, meeting the performance targets that will be set and reviewed on a rolling basis.
- Ensures compliance with all policies, procedures, and Standard Operating Procedures ("SOP"), with recommendations for action and continuous improvement.
- Assist the DDF with procurement responsibilities in accordance with the Procurement Act and Regulations.

Management

- Ensures the deadlines for reporting of financial information are met.
- Supervise accounting staff to ensure journal entries are prepared correctly.
- Monitors, reviews, and signs off on all weekly bank reconciliations, ensuring accuracy and completeness.
- Assists the DPDF in continually reviewing, assessing, and recommending changes to reduce the risk of fraud and irregularities.
- Maintains financial security and integrity by following internal controls.
- Manage the workload of the finance staff and provide orientation, training, coaching, and motivation. Recommend disciplinary actions where needed.
- Responsible for drafting and/or reviewing the Monthly, quarterly, and annual Financial Reports, including analysing and reporting variances from budget and prior periods for final review by the DDF.
- Oversee the implementation and monitoring of the encumbrance process in GP Dynamics.

Communications

- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Recommend changes to policy based on technical guidance and interpretation of Financial Regulations and Financial Reporting Standards.
- Participates on the departmental procurement committee that evaluates public tendering.
- Recommends fiscally advantageous methods to save money.

QUALIFICATIONS

- A Chartered Accountant, Certified General Accountant, or Certified Public Accountant (CPA) designation is required.
- A Bachelor's degree from an accredited college or university with a major in Accounting, Finance or equivalent.
- A minimum of five (5) years of progressive financial responsibility, including staff supervision.
- Experience in managing audits is essential.

PREFERRED SKILLS

- Team building skills.
- Analytical and problem-solving skills.
- Flexible in approach to fulfill duties of the role.
- Strategic thinking.
- Decision-making skills.
- Supervisory skills with the ability to coach and mentor other staff.
- Effective verbal, written, presentation, and listening communications skills.
- Stress management skills.
- Time management skills.

KNOWLEDGE

- Generally accepted accounting principles and internal controls (GAAP).
- Microsoft packages with advanced spreadsheet skills.
- Financial Management and risk management.
- Knowledge of International Financial Reporting Standards, their development, relevance and operational significance to the business of PACI.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.

PERSONAL ATTRIBUTES

- Excellent interpersonal, teambuilding, and leadership skills.
- Proven ability to meet deadlines.
- Friendly, honest, punctual, reliable, pleasant and willing to help where necessary.
- Able to get along with people from different levels within the organization.
- Be courteous and professionally conduct oneself at all times.
- Possess cultural awareness and sensitivity.
- Self-motivated and able to carry out duties with minimal supervision.
- Exercise discretion and confidentiality.

SUPERVISION OF OTHERS

- Direct supervisory responsibility as defined in the PACI Human Resources Policies and Procedures and /as outlined in the Cayman Islands Port Authority Law (1999 Revision).
- The incumbent is directly responsible for the supervision of the Accounting Staff.

WORKING CONDITIONS

ENVIROMENT

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 from 8:30 a.m. to 5:00 p.m. The incumbent may be required to work extended hours, including evenings, weekends, and public holidays, to meet business needs and may be required to travel (primarily to the Sister Islands, the Caribbean, and North America). As part of the senior management team, additional hours are generally unpaid. Payment or time in lieu for exceptional circumstances can be approved by the Deputy Port Director Finance or the Port Director.

PHYSICAL

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; 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.

The Port Authority of the Cayman Islands reserves the right to amend this Job Description based on the business requirements of the Port; and will advise the incumbent of such change(s) within two weeks of the review.

AGREED BY:

Jobholder: _____

Signature: _____ Date: _____

Manager: _____ Date: _____

Port Director: _____ Date: _____