

JOB DESCRIPTIONS FOR NEWLY CREATED POSITIONS IN ORGANISATIONAL STRUCTURE - FINANCIAL CONTROLLER - DRAFT

St. Lucia Air and Sea Port Authority

08 September 2017



Contents

Financial Controller	1
----------------------------	---

Job Title:	Financial Controller	Reports To:	CEO/General Manager
Division/ Department:	Finance and Accounts	Supervision Given To:	Finance and Accounts Department
Location:	Head Office	Type:	Permanent

JOB SUMMARY

The incumbent will be responsible for financial, management and regulatory reporting. Duties include, but are not limited to, financial planning, budgetary control, internal controls and general staff supervision. S/he is also responsible for ensuring SLASPA's compliance with financial, accounting and other related regulatory requirements of Saint Lucia, as well as compliance with global finance best practice. S/he will lead the finance and accounting team and work closely with departments within the organisation, providing financial counsel as needed. S/he will also provide financial counsel and act as a business advisor to Senior Management and the Board of Directors.

ROLES AND RESPONSIBILITIES

General:

- ▶ Manages all aspects of the Finance and Accounting Department, i.e., financial and management reporting and analysis, budgeting and forecasting, billing, accounts receivable, accounts payable, stores, shipping and invoicing, and staff payroll; while driving operational and organisational efficiencies and improvements.
 - Responsible for the Finance and Accounting Department's general day-to-day management as needed, review and approval of of each Division/Unit's work and the performance management and development of the department's staff.
- ▶ Responsible for overseeing, monitoring, producing and delivering accurate financial information and ensuring transparency of the finance function.
 - Reviews SLASPA's organisational budget, departmental budgets, financial forecasts and report variances.
 - Ensures managers and departments submit as needed and requested, financial information required for budgets and management reports.
 - Oversees and ensures the preparation of budgeted financials at the end of each financial period (i.e., monthly, quarterly, bi-annually and annually).
 - Approves cheques and payments that are within the approval limits of the FC position.
 - Ensures all financial statements and documentation are accurate.
 - Maintains the company's financial sustainability and monitors outstanding payments.
 - Maintains all necessary financial information and reporting relating to banks, contractors and service providers.
 - Performs accounting and performance analytics for SLASPA, providing insight on the financial and operational performance of departments and the organisation as a whole.
 - Prepares the organisation's financial operational projections and updates monthly with actual figures.
 - Oversees and participates as needed in the preparation of monthly balance sheet reconciliations.
- ▶ Functions as the key thought leader of the Finance team, conceptualising finance strategy by identifying key priorities and making recommendations to stakeholders (Board, Senior Management and staff).

- Develops and implements financial strategy which is in alignment with the overall corporate strategy and general business initiatives.
- Leads the strategic aspects of finance, i.e., ensuring the organisation's fiscal obligations are met and performs analysis on financial restraints in relation to the annual operational plan.
- Monitors, reports and forecasts business performance through analysis of the key cost drivers, identifying risks, issues and recommendation of corrective action(s) where required.
- Conceptualises new business prospects and supports business development initiatives through providing strategic financial analytics, modelling and insight to ensure SLASPA's sustainability and profitability.
- ▶ Communicates with both internal and external clients and vendors.
- ▶ Oversees and monitors the budgeting and forecasting process, the preparation of financial reports and statements (scheduled and ad hoc), and the preparation of management reporting and analysis.
- ▶ Prepares presentations and reports to advise Board and shareholder meetings, senior leadership meetings and various departments of the organisation when required.

Inventory Management:

- ▶ Manages and evaluates the inventory management activities.
- ▶ Oversees and monitors policies, systems and mechanisms to optimise inventory control procedures.
- ▶ Oversees and monitors Key Performance Indicators (KPIs) to measure the effectiveness of the inventory management operations.

Payroll Management:

- ▶ Oversees and monitors payroll function and department, ensuring employee garnishments, benefits and taxes to employees' are administered and consistent with established laws.
- ▶ Audit Management:
 - Oversees the overall audit process. Liaising with Finance and Accounting staff and other departments, as well as internal audit and external auditors to accommodate the annual audit process.
 - Oversees the preparation of data, audit schedules and requested financial information needed to conduct audits.
 - Directs accounting staff to provide as needed and requested information for auditors.
 - Directs the audit scope to ensure SLASPA's audit needs are met and further ensuring credibility of the organisation's financial statements and credit risk.
 - Ensures that Finance and Accounting department adheres to finance best practice processes and audit practises.
 - Implements as needed, corrections to financial statements as advised by audit.
- ▶ Performs other related duties as may be required.

MINIMUM TRAINING AND EXPERIENCE

- ▶ Minimum of seven (7) years' experience in similar working environment with at least three (3) years' senior managerial experience.
- ▶ Experience in port environment would be considered an asset.

	<ul style="list-style-type: none"> ▶ Minimum of an Undergraduate Degree from a recognised institution in Accounting or Finance. ▶ Certification such as ACCA; CGA and/or CIPS would be considered an asset. 		
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▶ Ability to apply accounting principles and procedures to accounting systems. ▶ Ability to plan, organise, direct and coordinate the work of professional and other support staff engaged in the provision of accounting services. ▶ Ability to provide leadership and vision. ▶ Ability to establish and maintain effective working relationships with associates, other public service employees, representatives of recognized associations/unions and the public. ▶ Ability to observe confidentiality of information, in the performance of duties, with due care and professionalism. ▶ Ability to understand the importance of accuracy and attention to detail. ▶ Ability to compile and analyse data, interpret financial information and prepare comprehensive reports and policy briefs. ▶ Understanding of multi-currency transactions, foreign exchange rates and respective bookings. ▶ Ability to solve problems and make decisions within approved policy frameworks. ▶ Ability to operate and manage time and responsibilities in fast paced, deadline driven environment. ▶ Ability to communicate effectively both orally and in writing. ▶ Proficiency in Microsoft Office especially Microsoft Excel. 		
JD #		Date:	
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

EY| Assurance | Tax | Transactions | Advisory

About EY

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

EY refers to the global organization, and may refer to one or more, of the member firms of Ernst & Young Global Limited, each of which is a separate legal entity. Ernst & Young Global Limited, a UK company limited by guarantee, does not provide services to clients. For more information about our organization, please visit ey.com.

EY Caribbean refers to the Caribbean organization of member firms of Ernst & Young Caribbean Limited, each of which is a separate legal entity. Ernst & Young Caribbean Limited does not provide services to clients.

© 2017 Ernst & Young Services Limited.
All Rights Reserved.