

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Deputy Financial Controller	Direct Reports:	Manager Reconciliation, Manager Management, Budget & Project Accounts, Payroll Supervisor, Finance Assistants HIA & PVF.
Reports to:	Financial Controller	Internal Contacts:	All Staff
Department:	Finance and Accounting	External Contacts:	General Public

JOB SUMMARY:

Assist in the management of the Finance and Accounting Department, maintaining the integrity of the accounting system, timely submission of financial reports, assist in the analysis of the Authority's financial strategic objectives and maintaining stakeholders' engagement.

DUTIES AND RESPONSIBILITIES

1. **Financial Reporting:**
 - a. Preparation of the Financial Statements for the Saint Lucia Air and Sea Ports Authority and Airport Facility Development Fund on an annual basis (financial year end) in a timely manner, including overseeing and preparation of schedules for annual external audit.
 - b. Supervises the timely preparation of the Management Accounts for SLASPA and AFDF on a monthly, quarterly and annual basis and prepares the power points for both SLASPA and AFDF Management Accounts.
 - c. Coordinate the preparation of the annual capital and recurring budget, including preparation of relevant notes, power point presentation for the relevant committees and advise departmental managers on the budget preparation process and control strategies.
 - d. Ensure the accurate and timely preparation of all reconciliations.

2. **Integrity of Accounting Systems:**
 - a. Manage the Authority's accounting systems, including computerized systems to ensure it is properly maintained.
 - b. Ensures the internal controls are in place and adhered to on a consistent basis.
 - c. Prepare ISOAR for all audit recommendations submitted by both internal and external auditors.
 - d. Recommends policies and procedures to improve the efficiency and effectiveness of the accounting systems and to ensure the protection of the Authority's assets.
 - e. Ensure the accurate maintenance of Fixed Asset Register system.

- f. Monitor the activities of the payroll system and section to ensure compliance with established policies and procedures.

3. **Financial Analysis:**

- a. Assist in establishing the Authority's financial objectives.
- b. Assist in the analysis of proposed capital and revenue investments.

4. **Supervision:**

- a. Establish annual performance objectives for team members in the Payroll Section, Reconciliation Section, Management, Budget, Project Account Section (MBPA), Hewanorra International Airport (HIA) and Port Vieux Fort (PVF) Accounting Section and conduct annual appraisal of their performance.
- b. Conduct periodically meetings to discuss their performance, counsel them on efficiencies in performance and provide guidance on improving performance, including recommending training.
- c. Coordinate their daily job function and review their output to ensure compliance with Port Authority standards.
- d. Prepare recommendations to the Financial Controller for them regarding salary increases, promotions, and engage due process in enacting disciplinary action, where required.

5. **Engagement:**

- a. Participate in weekly meetings with Financial Controller or as required.
- b. Convene monthly and quarterly meetings for the Payroll, Reconciliation, MBPA, HIA and PVF Accounting sections, which should include periodic visit to the HIA and PVF.
- c. Foster relationships and attend meetings with external stakeholders as required.

6. **General:**

- a. Performs all other related duties as may be assigned from time to time.

QUALIFICATIONS

- ✦ Association of Chartered Certified Accountants (ACCA), or Certified General Accountant (CGA), or Certified Public Accountant (CPA), or Chartered Institute of Management Accountants (CIMA), with at least 5 years in a supervisory position in an accounting environment.

KNOWLEDGE, SKILLS AND ABILITIES

- ✦ Training in Management/Administration.
- ✦ Possess experience in working and dealing with internal and external auditors during audit reviews.

- ✦ Advanced knowledge of and proficiency in MS Office Suite or similar productivity tools.
- ✦ Proficiency in SAGE 300 Premium – ACCPAC Accounting Software will be an asset.
- ✦ Knowledge of IFRS
- ✦ Excellent interpersonal and communication skills.
- ✦ Excellent time management and organizational skills.
- ✦ Ability to work in a unionized environment.
- ✦ Excellent analytic skills.
- ✦ Good Customer Service skills.
- ✦ Active listening Skills.
- ✦ Honest, conscientious, responsible, meticulous and well organised.
- ✦ Function within a team environment.
- ✦ Ability to communicate effectively and professionally both written and orally.
- ✦ Ability to manipulate software applications such as spreadsheets, databases and presentation software.
- ✦ Ability to be flexible with work assignments.
- ✦ Ability to handle multiple deadlines and manage time effectively.
- ✦ Ability to use one's initiative and be proactive.
- ✦ Ability to work both independently and as an effective team member.
- ✦ Ability to exercise good judgement and make reasonable decisions.
- ✦ Ability to collaborate with others to achieve agreed results and outcomes.