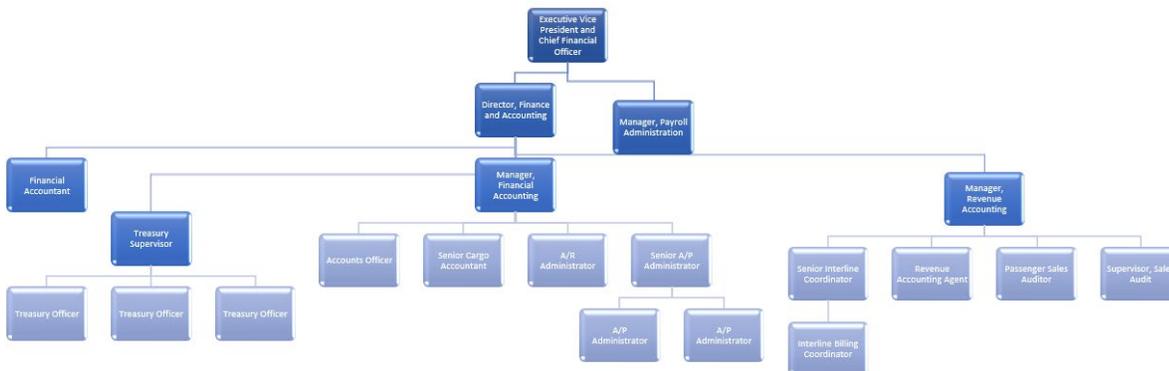


3	<p>Audits and budget: Prepare schedules and other reports as needed. Liaise with the auditors and ensure that all requirements are provided and queries are resolved in a timely basis. Assist the Director, Finance & Accounting in the preparation of annual budgets. Extend support to other departments in their budget preparation.</p>	15 %
4	<p>Ledger maintenance and reconciliation: Maintain general ledger and perform monthly review and reconciliation of clearing and other accounts. Prepare monthly schedules for key balance sheet items.</p>	15 %
5	<p>External reporting and regulatory compliance: Prepare periodic reports to various local and international governmental and other regulatory bodies. Ensure that all deliverables comply with regulatory guidance and professional standards.</p>	10 %
6	<p>Process review and collaboration with other departments: Assist with the review and further development of internal control systems with the other teams in Finance. Collaborate and extend support to other business units to improve / streamline processes Document policies, procedures and workflow for assigned areas of responsibility.</p>	10 %
7	<p>Supervision of staff and other projects: Manage and supervise the financial reporting team. Provide support and identify areas where further training is needed. Conduct an annual staff development plan and performance evaluation. Perform any other duties as may be assigned.</p>	10%

ORGANISATION CHART



BACKGROUND INFORMATION

The Finance Department is responsible for collating, processing and reporting financial data occurring across the Company. Data provided from departments is assessed for accuracy and completeness. Through a collaborative framework, senior finance and accounting personnel will also engage the private sector and other government agencies as key stakeholders.

The Finance Department workload is dictated by the budgetary process and annual cycle, including monthly, quarterly and annual reporting. The Director, Finance & Accounting is responsible for overseeing all finance and accounting activities including the budgetary performance of the Airline. Internal accounting timeframes and activities are driven by the requirement for accurate and timely data management.

KNOWLEDGE, EXPERIENCE AND SKILLS

- Professional designation is required (CPA, CA)
 - Minimum of a Bachelor of Science degree in Accounting or equivalent
 - Thorough understanding of Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS)
 - Strong analytical, technical, and accounting skills, with minimum six years' experience in financial accounting that includes preparation of management accounts
 - Minimum three years' experience in a supervisory position which includes staff management
 - Advanced knowledge of financial reporting internal control systems, trend analysis, accounting and information systems and statistics
 - Must be detail-oriented and possess strong organizational, leadership and time management skills
 - Ability to effectively handle multiple projects simultaneously in a deadline driven environment
 - Excellent interpersonal skills with ability to work in a highly challenging and busy environment
 - Willingness to work the hours necessary to meet deadlines
 - Able to work without supervision
 - Excellent verbal, written communication and presentation skills
 - Proficiency in Excel, QuickBooks, Platinum and Dynamics 365
-

ASSIGNMENT AND PLANNING OF WORK

The Manager, Financial Accounting will report to the Director, Finance & Accounting. Post-holder ensures that all role responsibilities and related queries are dealt with in a timely manner without direct supervision. Reconciliation work and journals to account for transactions at month-end take place in accordance with a strict timetable established by the Chief Financial Officer. Providing assistance with other areas of work carried out by the finance team is planned by the Director, Finance & Accounting.

SUPERVISION OF OTHERS

The role involves supervision of the financial reporting team comprised of the Senior Accounts Payable Administrator, Accounts Payable Administrators, Accounts Receivable Administrator, Senior Cargo Accountant and Accounts Officer. All report to the Manager, Financial Accounting.

OTHER WORKING RELATIONSHIPS

This position requires interaction with other Government Departments, Statutory Authorities, Government Companies, private sector entities, other regulatory bodies and the general public.

DECISION MAKING AUTHORITY AND CONTROLS

The post-holder has authority to identify and resolve transactions that do not meet the requirements of the Public Management and Finance Law, Finance Regulations as well as the internal financial rules of the Airline. From time to time, issues with specific transactions will need to be raised to the level of the Director, Finance & Accounting or the Chief Financial Officer.



The post-holder must act in accordance with the procedures outlined in the Public Management and Finance Law, Financial Regulations and the Public Service Management Law.

PROBLEM/KEY FEATURES

Processing a large volume of transactions with timeliness and accuracy.

The post-holder will need to adapt to changes that may occur under the government's financial management initiatives. The ability to meet regular accounting and budgetary deadlines, and periodic project deadlines under pressure in a fast-paced environment, is essential.

It is essential for the role to remain politically neutral.

WORKING CONDITIONS

Normal office working conditions apply. The finance team works in an open-plan office environment. The post-holder will be required to work beyond normal working hours in order to meet deadlines, or attend functions and meetings, as required. Some travel may be required within the Cayman Islands to attend functions or provide training.

Agreed By: _____ Date: _____