

Job Description

Organization:	Anguilla Air and Sea Ports Authority
Job Title	Finance Manager
Objective	<p>To establish and maintain financial and management procedures for the Anguilla Air & Sea Ports Authority.</p> <p>Ensure compliance with all regulatory financial requirements, and in conjunction with the CEO and AASPA Board, ensure adequate resource acquisition for the development of a financially sound and viable AASPA</p> <p>Ensure AASPA is compliant with all requirements as a financial institution – local, regional and international</p>
Accountable to	The Finance Manager reports to the Chief Executive Officer of the Air and Sea Ports Authority
Responsible for	<p>Reporting to the Finance Manager are:</p> <p>Accounting Supervisors</p> <p>Accounting Officers: Payroll & Payables Accounts Receivables & Bank Reconciliations General Ledger Cashiers</p> <p>All other accounting department staff</p>
Working relationships	<p>Chief Executive Officer</p> <p>All internal and external users of Ports Facilities</p>
Key result areas	<p>Planning and development Take responsibility for overall management and delivery of the business plan.</p> <p>In conjunction, with the CEO and AASPA Board draft, monitor and assess the business and development plan of AASPA.</p> <p>Assess options for co-ordinating the activities, procedures and systems so as to promote common policies and practices.</p> <p>Financial management Maintain day-to-day financial control of the organisation within budget headings agreed to by the AASPA Board.</p>

Ensure that all finances are properly administered and monitored, including credit control.

Support the Chief Executive Officer in the provision of information for the estimates.

Advise on the proper allocation of financial resources.

Ensure that appropriate financial regulations and controls are in place and in use at all times.

Prepare and review detailed budgets for approval by AASPA Board in conjunction with the Chief Executive Officer and/or appropriate Sub-Committee.

Make regular reports to AASPA Board on income, expenditure and any variations from budgets.

Ensure that all financial reporting obligations are met in relation to submissions for funding, contracts and any other initiatives.

Act as cheque signatory for and authorise expenditure up to limits as agreed by the AASPA Board.

Supporting the governing body

Arrange and attend meetings of the governing body.

Advise the Chief Executive Officer on financial, managerial issues, Report to the governing body on progress against agreed objectives.

Prepare and draft the organisation's Annual Financial Report.

Resource acquisition

Develop the organisation's funding base to secure present and future.

Liaise and negotiate, as appropriate, with the funding authority and other funding sources on future service delivery initiatives and developments in conjunction with the Operations Manager.

Maintain appropriate relations with funders and make reports as necessary, ensuring compliance with any contracts.

Identify opportunities for funded development of the service and to submit bids and applications accordingly.

	<p>Staff management Ensure, delegating as appropriate, that each Port location is adequately managed, staffed and resourced for the proper collection of monies.</p> <p>Other duties and responsibilities Undertake such other duties and tasks as may lie within the scope of this post to ensure the effective delivery and development of the</p>
<p>Key Reports</p>	<ul style="list-style-type: none"> • Monthly Financial Reports • Annual Financial Reports • Performance Evaluation Reports
<p>Key Authorities</p>	<ul style="list-style-type: none"> • Collection of Revenue • Reconciliation of Accounts • Schedule Staff • Prepare and Issue Invoices • Following up on outstanding accounts receivable.
<p>Core skills</p>	<p>The incumbent must possess well developed theoretical and practical knowledge and skills in accounting as well as the statutory, regulatory and legal frameworks in which the AASPA operates.</p> <p>Further, the incumbent must have:</p> <ul style="list-style-type: none"> • Advanced computer skills, • Interpersonal and communication skills, • Calculative ability,
<p>Person specification Experience and Training</p> <p>Qualifications</p>	<p>Proven administrative, leadership and management ability in the areas of strategic planning and organisational development.</p> <p>Ability to work on own initiative, prioritize work, handle pressure and take day-to-day decisions on the running of the organisation's finances.</p> <p>Ability to develop, monitor and maintain management information systems and procedures.</p> <p>Experience of financial responsibility for a budget, including experience of general accounting guidelines, end of year accounts and external liaison with auditors.</p> <p>The Finance Manager must possess an undergraduate degree in Accounting or Finance from an accredited institution.</p> <p>At least 5 years' experience in accounting, budgeting, control, and reporting. At least three of which should be in a senior accounting/managerial role in a medium size organisation.</p>

	<p>A master's degree in Accounting or Finance and or a certification such as CPA or ACCA would be an asset.</p>
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