



JOB DESCRIPTION

JOB TITLE:	Director, Finance & Accounting
JOB GRADE:	FMG/PA 3
POST NUMBER	305324
DIVISION:	Finance & Accounting
REPORTS TO:	Chief Executive Officer
DIRECT REPORTS:	<ul style="list-style-type: none">• Financial Accountant (FMG/PA 2)• Budget Officer (FMG/PA 1)• Accounting Technician (FMG/AT 3)

JOB PURPOSE:

To plan, organize and direct the operations of the Finance and Accounting Unit and manage the preparation and presentation of the CLA's budget, supplementary estimates, cash flows, costing and operational plan to ensure the optimum utilization of the Authority's financials.

KEY OUTPUTS

- Policies and procedures including Financial Risk Management developed
- Financial reports including cash flow statements and variance analysis reviewed and disseminated
- Strategic/Operational and corporate plans and budgets developed
- Expenditure, budgeting, accounting, and reporting functions maintained
- Payment Registry for Lease, Security, Insurance, and any other contractual arrangements developed and monitored
- Budget and supplementary estimates prepared
- Authority's annual budget developed
- Performance Evaluation of direct reports conducted

PERFORMANCE CRITERIA

- Compliance with stated accounting procedures and practices obtained
- GOJ and internal Procurement guidelines adhered to

- Payment to creditors adhere to Financial Administration and Audit Act within agreed timelines
- Audit queries minimised as contained in Authority's Corporate Plan
- Performance targets and metrics met at agreed intervals
- Financial stakeholder queries are responded to within establish timeframe
- Reports and data produced are accurate and complete within agreed time
- Standard and ad hoc reports submitted on time
- Financial and administrative performance targets are achieved within stated guidelines
- Optimized, relevant departmental policies and procedures
- Yearly, quarterly and monthly deadlines are met
- Divisional plans and budgets created and submitted on time and in keeping with required quality
- Integrity exercised in the management of CLA's finances

JOB RESPONSIBILITY

Technical

- Receives budget forecasts from senior managers and CEO
- Controls expenditure within approved estimates of expenditure
- Uses best practices in costing techniques in budget preparation
- Reviews audit queries and reports, which infringe on operation systems and devise measures to minimize or eliminate them
- Negotiates with approved investment houses for competitive rates on investments
- Monitors bank balances and checks that cash flows of the Authority are in line with regulations and the CLA is not exposed to any undue risk
- Provides guidance on budget related expenditures to directors and CEO
- Implements and monitors measures geared to increase income and control expenditure
- Contributes to the development of the Corporate Plan
- Develops finance and administration-related policies and procedures for staff
- Monitors the adherence of staff to policies and procedures
- Requests information from banks and expenditure reports from CLA departments
- Develops Unit Plan and Individual Work Plans
- Monitors and reports on organisation's financial performance by analysing monthly, quarterly and annual financial reports
- Disburses revenue generated to beneficiary entities
- Authorises payment of suppliers ensuring adherence to terms

Human Resource Responsibilities

- Prepares Work Plans, monitors, conducts performance appraisals and recommends and/or initiates corrective action, where necessary to improve performance and/or attainment of established personal and/or organizational goals
- Recommends resources (tools, material and equipment) required by team members to effectively execute their duties

- Manages welfare and development of direct reports through preparation of performance appraisals and recommendation of required training and development programmes
- Provides leadership to staff through coaching, mentoring and training, providing assistance and support as needed
- Communicates to direct reports the policies, procedures and regulations of the Authority and the Ministry and monitors staff adherence to same
- Participates in the recruitment of staff for the Unit of the Cannabis Licensing Authority
- Participates in the orientation of new employees

Other Responsibilities

- Performs other job-related duties as assigned from time to time by the Chief Executive Officer

JOB DIMENSIONS (AUTHORITY, SCOPE, AND IMPACT OF JOB)

- Serves as signatory on all corporate accounts with commercial banks and other financial institutions
- /Recommends/Approves leave of direct reports
- Recommend financial management policies systems and procedures
- Co-signature on Cheques and other Banks correspondents
- Liaise externally with financial institutions, suppliers, portfolio Ministry and the Ministry of Finance and the Public Service

KEY COMPETENCIES

CORE COMPETENCIES		
		BAND
The Inspiring Cluster		
1	• Communicating effectively	3
2	• Working collaboratively	3
3	• Developing capability	3
The Future-Oriented Cluster		
4	• Seeing the big picture	3
5	• Driving continuous change and improvement	3
6	• Driving continuous change and improvement	3
The Performance Cluster		
7	• Making effective decisions	3
8	• Demonstrating a commercial and business mindset	3
9	• Ensuring a quality service	3

QUALIFICATION & EXPERIENCE REQUIREMENTS

TECHNICAL COMPETENCIES			
	Professional Group	CLA Competencies	Level
1	Financial Management and Accounting	<ul style="list-style-type: none"> Accounting Budgeting and forecasting Financial reporting. Financial resource management. Knowledge of regulations, legislation and policies Financial risk management 	Level 3 – Advanced Level
2	Strategic Planning	<ul style="list-style-type: none"> Strategic Planning Monitoring and Evaluation Risk Analysis and Mitigation Strategic Networking 	Level 3 – Advanced Knowledge
3.	Audit	<ul style="list-style-type: none"> Accountings Standards (FAA Act, Regulation, and Instructions) FAE Act Regulation, Instruction IPSAS) Financial and management accounting Business process Risk and control Data collection and Fraud identification Information Technology (Specialized Software) 	Level 3 – Advanced Knowledge

- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA Degree from a recognized University, **or**;
- ACCA Level 2 or;

- Associate Degree in Accounting, MIND, along with the Diploma in Government Accounting, MIND;
- Expertise in the use of accounting packages and spreadsheets
- Knowledge of Government Financial Management System would be an asset
- Three (3) - Five (5) years' experience in middle management in the accounting field

SPECIAL CONDITIONS OF THE JOB

- Long and unscheduled work hours to meet critical deadlines
- Stressful working environment
- Typical office environment – sitting for long periods

VALIDATION

This document is validated as an accurate and true description of the job when agreement is signified below.

Approved by: *Chief Executive Officer*

Signature: _____ Date: _____

Received by:

I have received, read and fully understand the requirements of the job as outlined.

Signature: _____ Date: _____