



DEMERARA HARBOUR BRIDGE CORPORATION MANAGEMENT POSITION DESCRIPTION

POSITION TITLE:	FINANCE MANAGER	LOCATION:	ASPHALT PLANT
REPORTS TO:	PLANT MANAGER	GRADE:	09
DEPARTMENT:	FINANCE	SECTION:	-

I. ACCOUNTABILITY OBJECTIVE

Responsible for providing technical and managerial leadership in planning, implementing and evaluating the financial resource systems for the **Demerara Harbour Bridge Corporation, Asphalt Plant**. Such systems include Finance/Cash Accounting and Management; Budgeting; Fixed Assets Management and the management of the Financial Management Information System and for ensuring that the Corporation is in compliance with all Laws and Regulations.

A. NATURE AND SCOPE OF THE POSITION

The **Finance Manager** is responsible for the strategic management of the total financial resources of **Demerara Harbour Bridge Corporation - Asphalt Plant** and the provision of technical and managerial leadership in the design, implementation, monitoring, functioning and review of an integrated financial system; servicing the needs of the **DHBC** with adequate checks and balances and effective systems of cost control and inventory reporting.

The **Incumbent** is responsible for ensuring that the financial planning, the development of proper systems of financial reporting and internal controls; and for ensuring that the preparation, co-ordination and presentation of the annual Budget and Audited Financial Statements are conducted in accordance with the guidelines of the Ministry of Finance (MOF) and the International Financial Reporting Standards (IFRS).

The **Finance Manager** is responsible for instituting a transparent system of procurement of goods and services for **DHBC** and for putting mechanisms in place to ensure their consistent observance.

The **Incumbent** participates in the formulation of financial policies; and consults with the other Managers on the Quality Assurance for Financial aspects of each Department's work programme. The **Incumbent** is required to present budget proposals and advise on financial issues including the availability of adequate cash resources.

The **Finance Manager** determines and formulates strategies and policies as well as plans; directs and co-ordinates activities to strengthen the capacity for effective quality management in conformance with the Strategic, Medium Term and Operational Plans. Among the activities which fall under the scope of the **Incumbent** are:

- Maintaining appropriate financial, managerial and cost accounting records, of all business activities of the Corporation; and reporting on its financial position within a given period;
- Designing and implementing systems for general accounting, including Programme budgeting; analysing financial performance of the operations; and projecting future expenditure related to the strategic and corporate plans;

- Effecting a performance information system to provide high quality, accurate information on a timely basis;
- Managing the preparation and review of Financial Statements, including Balance Sheets and Income and Expenditure Statements;
- Applying principles of Financial Management, administrative processes and systems; cost management, control and evaluation; and of achieving organisational objectives in the production of Reports;
- Ensuring the efficient management of cash resources;
- Reviewing accounting systems and procedures for prompt and full accountability for all financial transactions relating to receipts and payments;
- Designing and implementing value for money accounting procedures;
- Re-engineering financial processes consistent with audit recommendations;
- Interpreting financial statements to prepare monthly financial reports, with ratio analysis and comparative analysis to show performance; and producing graphs to illustrate trends for the Senior Management Team;
- Effecting public performance reporting so that the public is provided high-quality, accurate information.
- Ensures all payrolls are prepared and processed on schedule with relevant deductions effected.
- Ensures that the Corporation files and pays all taxes to the Government of Guyana (GOG).

The **Finance Manager** determines on an annual basis the "**Major Job Objectives**" for each Staff member of the Work Programme of the **Finance Department** and identifies and discusses with subordinates the "**Key Results Areas**" to be used as determinants to their performance results on a quarterly basis.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The Incumbent relates to the following areas/titles internally and externally in carrying out accountability objectives)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Finance &
Procurement
Committee/ Board of
Directors

To provide relevant financial advice, consult on policies and respond to queries; to initiate planning and budgeting cycle and determine budget priorities; to coordinate budget preparation; to jointly review expenditure trends; to update on developments which may affect projected expenditure; to review implementation and financial accounting procedures and agree corrective actions necessary; to oversee the implementation of checks and balances and effective systems of cost control and inventory reporting.

Plant Manager

To discuss/review financial and accounting reports for Demerara Harbour Bridge Corporation; to be advised with respect to financial policies; to confirm compliance with applicable laws and regulations; to present certified financial reports and statements; to define prioritized performance measures; to oversee

	the activity bases costing process; to provide guidance on asset and inventory management; to review budget plans.
Finance Staff	To discuss the preparation/submission of Budgets; to review monthly Expenditure Reports, Financial Statements of Balances; to discuss budgetary, accounting and other financial matters affecting operations and the financial requirements; to participate in decision-making likely to impact on the allocation of financial resources; to oversee implementation procedures of financial systems to allow for the efficient delivery of services and credit controlling.
Internal Auditor	To collaborate on internal and external audit exercises; to discuss and review administrative matters relating to auditing; to discuss recommendations regarding improvements to systems and procedures.
Human Resources Manager	To discuss matters of employee wages, salaries and other benefits; to discuss potential financial implications of changes in Staff, salary structure adjustments and benefits; to participate in periodic deliberations, approval of project proposals and allocation of resources to same.
Information Technology	To continuously monitor and review the computerization of financial and accounting regulations, systems and procedures.
Occupational Health and Safety Committee	To provide financial insights regarding the implementation of Regulations, Guidelines and Codes of Practice for Environmental Management; to monitor the undertaking of Compliance Enforcement campaigns; to ensure that Occupational Health and Safety Practices are enforced at DHBC , supported by an adequate infrastructure.
EXTERNAL: Ministries/ Government/other Agencies	To ensure timely submission of Financial Reports and Financial Statements as required.
External Auditor	To discuss/respond to contents of External Auditor's Management Letter and matters affecting the systems of financial control; to participate in the planning for and arranging of audit exercises on the assets, liabilities and financial transactions.
National Insurance Scheme/Guyana Revenue Authority/ Statutory Agencies	To liaise with Management on regulatory and statutory matters; to ensure that deductions are paid over to relevant Agencies.
Public/Stakeholders	To provide timely, accurate, clear, objective and relevant information about plans and performance.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:
DIRECTLY **INDIRECTLY**

Accounts Supervisor
Stores Supervisor

Accounts Clerk
Stores Clerk

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain DHBC's overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

PARTICIPATES in the conceptualisation and formulation process of policy programmes within the **DHBC** and makes contributions with respect to priority areas; provides Management with up-to-date decision support information, trend analyses, etc., in relation to the financial management operations of **DHBC**.

SUPERVISES subordinate accounting staff and must ensure that adequate computerized accounting systems and accounting procedures are in place and that the necessary training is provided to maximize their use and effectiveness.

ENSURES that adequate accounting records are maintained and appropriately audited in a timely manner in accordance with the requirements of Government regulations and standard auditing principles.

ASSISTS in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.

SUPERVISES and **PARTICIPATES** in formulating financial and budgetary policies for the **Demerara Harbour Bridge** in preparation of various financial statements and reports.

DIRECTS and **MANAGES** the financial activities of the Department through the establishment of appropriate computerized accounting systems and accounting procedures.

ENSURES that accounting staff is exposed to adequate levels of training in the use of computerized systems and in the required professional competencies to administer and control the accounting operation.

DIRECTS and **OVERSEES** the maintenance of adequate records, in accordance with sound accounting practices, with a view to capturing the entire financial operations of the **DHBC** in respect of inflows of resources from all sources and expenditures. **ENSURES** that these records are appropriately projected in keeping with the nature of the **DHBC's** activities.

DIRECTS and **OVERSEES** the preparation of computerized reports, extracted from the accounts, with a view to summarizing and forecasting project activity and the financial position.

RETAINS oversight responsibility for receipt, disbursement, banking, protection and custody of funds and financial instruments.

ENGAGES the services of independent and acceptable external auditors and prepares for the **General Manager** and subject Ministry reports on any information requested by same concerning the records, accounts or the audit.

DIRECTS the installation and maintenance of accounting records to show receipts and expenditures.

DIRECTS the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records. **DIRECTS** and participates in cost analyses, rate studies and manage budgets.

PREPARES statements and reports of estimated future costs and revenues.

ESTABLISHES system controls for new financial systems and develops procedures to improve existing systems.

REVIEWS financial statements with management personnel.

DIRECTS the installation and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls.

CONDUCTS reviews and **EVALUATIONS** for cost-reduction opportunities. **PRODUCES** accurate financial reports to specific deadlines.

IV. MANAGEMENT JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE

POSITION TITLE: Finance Manager		
FACTORS		SUBSTANTIATING DATA
1	EDUCATION	University First Degree in Finance or Accounting. Professional Accreditation in Accounting that is ACCA, IACPA, CCA, CIMA or ICMA. Professional Accounting qualifications. Requiring over five years detailed training and experience in ISO 9000 systems. Computer literacy is necessary.
2	EXPERIENCE/JOB KNOWLEDGE	Professional employee requiring over five years and up to ten years' experience acquired through formal courses of study, on-the-job training and practical experience. Comprehensive, intensive practical knowledge and skills in applying knowledge to difficult and complex work assignments.
3	TECHNICAL/ PROFESSIONAL	Extensive knowledge of financial processes, techniques and practices. Work requires knowledge of: planning, monitoring and evaluation methods and technical directives. The employee must also use judgement and ingenuity in developing applications to specific areas of work.
4	PROBLEM SOLVING /DECISION MAKING	Constantly coordinating a broad range of financial functions and activities to support the jobs of immediate subordinates with varying levels of responsibilities in terms of sections supervised and between them, with intensity of effort with several phases being pursued concurrently or sequentially.
5	INTERPERSONAL	The interpersonal relationships at this level are with high-ranking officials both within and external to Demerara Harbour Bridge Corporation in structured or unstructured settings; as well as with clients and staff to recommend changes needed in the accounting system.
6	RESPONSIBILITY FOR MATERIALS, CASH, ETC	Responsible for providing technical and managerial leadership in planning, implementing and evaluating the financial resource systems for Demerara Harbour Bridge Corporation. Such systems include Financial/Cash Accounting and Management; Budgeting; Fixed Assets Management and the management of the Financial Management Information System.
7	PROCEDURES/ REGULATIONS/ COMPLIANCE	Requires high amount of interpretation of administrative policies and precedents and technical and non-technical directives, based on Law, Guidelines and Procedures which state specific requirements. Significant knowledge of legal and financial regulations and supporting legal documentation to assess, evaluate and support action.
8	TEAMWORK	Coordinates activities of finance department through senior accounting personnel to ensure that accounting procedures are properly implemented and maintained.
9	WORKING ENVIRONMENT/	Activity or condition exists less than twenty-five percent (<25%) of the time where the employee is exposed to any of several conditions identified at 1, 2, or 3. The environmental and working conditions are normal.

	SAFETY OF OTHERS	
LICENCES:		
SIGNATURES:		
PREPARED BY: S.V. JONES ASSOCIATES	DATE:	
REVIEWED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____
APPROVED BY _____	DESIG. _____	DATE: _____