**DEMERARA HARBOUR BRIDGE CORPORATION**

**MANAGEMENT POSITION DESCRIPTION**

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| **POSITION TITLE:** | | **FINANCE MANAGER** | | | | **LOCATION:** | **HEAD OFFICE** | |
| **REPORTS TO:** | | **GENERAL MANAGER** | | | | **JOB CODE:** |  | |
| **DIVISION:** | | - | | | | **GRADE:** |  | |
| **DEPARTMENT:** | | - | | | | **SECTION:** |  | |
| **I. ACCOUNTABILITY OBJECTIVE** | | | | | | | | |
| 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. | | | | | | | | |
| **II. DIMENSIONS OF POSITION** | | | | | | | | |
| **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 and the Ag** 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 **Demerara Harbour Bridge Corporation** 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 financial policies of **Demerara Harbour Bridge Corporation** and the Asphalt Plant within Statutory requirements.  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 Incumbentparticipates in the formulation of financial policies; and consults with the other Managers on the Quality Assurance for Financial aspects of each Division’s work programme. The Incumbent is required to present budget proposals to; 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 **Finance Manager** are:   * Collecting revenue and making disbursements on a timely basis to ensure that the Companies achieves its cash flow targets over a given reporting period; * Maintaining appropriate financial, managerial and cost accounting records, of all business activities of the Companies 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; * Preparing interim 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.   The Incumbent is required to monitor the verification of superannuation benefits for retirees.  The **Finance Manager** determines on an annual basis the *“****Major Job Objectives****”* for each Staff member of the Finance Programmes 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:** | | | | | | | | |
| 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. | | | | | |
| General 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 and Accounts Staff | | | To discuss the preparation/submission of Budgets, Financial Reports; to review monthly Expenditure Reports, Financial Statements, 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. | | | | | |
| Audit Manager | | | 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 operating and capital budgets; to participate in periodic deliberations, approval of project proposals and allocation of resources to same. | | | | | |
| Administrative Assistant | | | To review performance reports; to give advice and directions on specific assignments to be undertaken; to direct budget preparation and monitoring of expenditure; to discuss preparation of correspondence, handling complex matters, queries and complaints; to discuss procurement of supplies; to plan/agree logistical arrangements for staff. | | | | | |
| Information Technology | | | To continuously monitor and review the computerisation of financial and accounting regulations, systems and procedures. | | | | | |
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| Technical Committee | | | To participate in the discussion of the use of methodologies/processes relating to the core functions of **DHBC**. | | | | | |
| 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. | | | | | |
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| **EXTERNAL:** | | |  | | | | | |
| Ministries/Government/ other Agencies | | | To ensure timely submission of the integrated plan to the Minister responsible; to discuss the allocation of resources, Financial Reports and Financial Statements and the outlook priorities. | | | | | |
| External Auditor (Audit Office) | | | 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 Company’sassets, 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. | | | | | |
| Ministries/Government/ other Agencies | | | To ensure timely submission of the integrated plan to the Minister responsible for Mines and Minerals; to discuss the allocation of resources, Financial Reports and Financial Statements and the outlook priorities. | | | | | |
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| **C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:**   |  |  | | --- | --- | | **DIRECTLY**  Management Accountant  Budget Analyst  Storekeeper  Purchasing Officer  Administrative Assistant  Confidential Secretary | **INDIRECTLY**  Accounting Assistant, Receipts and Payments  Accounts Clerks, Payments  Accounts Clerk, Receipts  Budget Clerk  Data Entry Clerk/Word Processor | | | | | | | | | |
| **D. EQUIPMENT, MACHINES, TOOLS AND WORK AIDS CONTROLLED BY THIS POSITION AND USED BY SUBORDINATES INCLUDE THE FOLLOWING:** | | | | | | | | |
| **MACHINES** | **TOOLS** | | | **WORK AIDS** | | | | **EQUIPMENT** |
| Computer  Printer  Facsimile  Photocopier  Stapler | Pens  Pencils  Rubber Stamps  Stamp Pads | | | Constitution of Guyana  Laws of Guyana  Strategic Plan  Fiscal Management and Accountability Act 2003  Audit Procedures  Procurement Act  The Audit Act  Financial Regulations  Manual of Government Accounting Procedures  Assets Register  Audited Financial Statements  Work Plans  Desk Files  Audit Guides  Check-Off Lists  Financial Statements  Reports  Schedules  Canisters  Ledgers  Specification Documents  Vouchers  Statements  Programmes  Job Authorisation  Cost Statements  Cost Schedules | Records  Human Resource Systems Manuals   * Job Evaluation Manual * Job/Position Descriptions * Performance Appraisal System * Human Resources Operations Manual   Training and Certification Manuals  Quality Policy Manuals  Quality Procedures Manual  Audit Manuals  Department Budgets  Disciplinary Code  Checklists  Survey Forms  Questionnaires  Flowcharts  Forms  Labels  Charts | | | Telephone  Calculator  Shredder |
| **III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:**  **(The following responsibility statements identify specific duties necessary to attain Demerara Harbour Bridge Corporation and Asphalt Plant 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 **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**.  **DIRECTS** and **CO-ORDINATES** activities of the Financial Information System, ensuring that accounting procedures and financial principles are maintained; evaluates operational methods and practices to determine efficiency of operations and recommends changes to the accounting system if necessary.  **MONITORS** the annual operating and capital budgets, analyses trends and develops comparative analyses to aid in management decision-making. **CHECKS** input controls and ensures accountability for service delivery and output performance.  **OVERSEES** General Ledger Account’s reconciliations, Salaries and Bank Reconciliations and ensures that monthly and other periodic reports of financial Statements are prepared.  **INTERPRETS** accounting results and **ADVISES** on financial matters. **PREPARES** financial statements for presentation to the **Board**.  **DEVELOPS** and **MAINTAINS** an effective quality assurance system by ensuring strict compliance with financial regulations.  **REVIEWS** the accounting system and budgetary control procedures to ensure that the record-keeping systems, (computerised and manual), are reliable, effective and up-to-date.  **ASSISTS** in the development and implementation of the Financial Management Information System. Addresses matters such as management, activity based costing and administrative procedures and staffing structures for all Divisions/Departments of **DHBC**.  **ENSURES** all statistical information for internal use and submission are accurately prepared and submitted on time.  **ENSURES** banking facilities are monitored and financial obligations e.g. Income, National Insurance and other taxes, creditors, etc. are met on time.  **MONITORS** and **EVALUATES** performance of staff of Division, and **REPORTS** and **TAKES** appropriate action as indicated by evaluation.  **ASSIGNS** tasks in Division, prepares **‘Major Job Objectives’** and undertakes performance appraisals for Staff supervised; submits general reports related to work activities for guidance of management personnel. | | | | | | | | |

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| **IV. MANAGEMENT JOB DESCRIPTION EVALUATION: QUALIFICATIONS PROFILE** | | | | |
| **POSITION TITLE: Finance Manager POSITION CODE :** | | | | |
| **FACTORS** | | **SUBSTANTIATING DATA** | **DEGREES** | **POINTS** |
| **1** | **EDUCATION** | 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. | **1** | **122** |
| **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 work assignments. | **2** | **77** |
| **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. | **1** | **71** |
| **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. | **1** | **67** |
| **5** | **INTERPERSONAL** | The interpersonal relationships at this level are with high-ranking officials both within and external to **Demerara Harbour Bridge Corporation and Asphalt Plant** in structured or unstructured settings; as well as with clients and staff to recommend changes needed in the accounting system | **1** | **64** |
| **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 and The Asphalt Plant**. Such systems include Financial/Cash Accounting and Management; Budgeting; Fixed Assets Management and the management of the Financial Management Information System. | **1** | **60** |
| **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. | **2** | **36** |
| **8** | **TEAMWORK** | Coordinates activities of finance department through senior accounting personnel to ensure that accounting procedures are properly implemented and maintained. | **1** | **51** |
| **9** | **WORKING ENVIRONMENT/ SAFETY OF OTHERS** | 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. | **4** | **28** |
| **LICENCES:** | | | **TOTAL** | **576** |
| **SIGNATURES:**  **PREPARED BY: S.V. JONES ASSOCIATES DATE:**  **REVIEWED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DESIG. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **APPROVED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DESIG. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **APPROVED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DESIG. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |