

DIRECTOR, FINANCE AND ADMINISTRATION (3 year contract)

JOB OBJECTIVE

To plan, direct and manage the finances, human resources, technology and physical resources and customer service experiences to fulfil the operational objectives of ACTT through prudent planning for the Department and the wider Council.

DUTIES AND RESPONSIBILITIES

KEY RESULT AREA 1: FINANCIAL AND PROCUREMENT MANAGEMENT (DUTY WEIGHTING = 40%)

- Prepare quarterly and annual budgets for approval by the line Ministry
- Ensure efficient management of financial and procurement risks
- Review and approve budgets for projects to be undertaken by other departments
- Direct and supervise the preparation of financial statements and reports in accordance with Financial and Accounting Reporting Standards
- Establish financial reporting schedules and determine financial projections and forecasts
- Develop and maintain complete and accurate accounting records for audit purposes
- Ensure the supervision of the auditing function to ensure accurate internal audit reports for review by the Executive Director and the Board
- Manage annual procurement planning and efficient delivery of contracting processes
- Plan for and review proper execution of the payroll function in accordance with statutory requirements and the policies and procedures of the Council
- Manage revenue generation plans to ensure the financial profitability of the Council

KEY RESULT AREA 2: HUMAN RESOURCES AND SERVICES MANAGEMENT (DUTY WEIGHTING = 20%)

- Ensure the development and implementation of a strategic human resource management system
- Lead annual manpower planning and staff performance management processes
- Ensure the maintenance of a positive organisational culture that reflects the core values and people-centered business processes

- Lead the establishment of customer experience feedback system and strategies
- Manage the development and execution of service excellence standards across the organisation
- Oversee human resource and occupational health and safety policies and practices

KEY RESULT AREA 3: PHYSICAL AND TECHNOLOGY RESOURCES (DUTY WEIGHTING=25%)

- Manage the physical assets such as the facility and equipment of the Council to include annual planning, audits and reviews of the facility
- Liaise with the Legal Unit to facilitate service level contracts and agreements for efficient and effective provision of the physical plant and equipment
- Ensure the development of an annual budget and plan for information technology resources and manage the Information Technology team to ensure optimal use of knowledge and information resources

KEY RESULT AREA 4: DEPARTMENT LEADERSHIP AND MANAGEMENT (DUTY WEIGHTING=15%)

- Develop and implement policies, processes and standards for the department and the organisation
- Set department and employee standards of performance, monitor departmental effectiveness and prepare monthly progress reports for the Executive Leadership and quarterly reports for the Board of Directors
- Lead staff and teams in the department to ensure high levels of performance
- Manage workflows and allocate resources within the department
- Prepare budget and allocate fiscal resources according to needs and competing interests within the department
- Prepare proposals for new projects, the revision and creation of policies, and the rewriting of criteria and standards, with supporting justification

QUALIFICATION/ CERTIFICATION/EXPERIENCE

- Master's degree in business administration, management or related field
- Evidence of accounting qualifications, e.g. FCCA/ACCA/CIMA
- Minimum five (5) years' experience working in operational management functions with experience in areas related to at least two of: financial, human resource, information technology and/or facility management
- Familiarity with public sector managerial policies, public sector budgeting process and other public sector practices is required

COMPETENCIES

- Committed to providing quality customer service and building strong customer relationships for internal and external customers
- Understands the internal and external business environment in which ACTT operates and makes decisions to generate long-term benefits for the organisation
- Ability to establish directions, objectives and resource requirements needed to respond to ACTT's needs and opportunities; includes thinking strategically about longer-term needs
- Demonstrates broad, in-depth and up-to-date knowledge on pertinent technical, business and professional fields; creatively solves complex business problems using a variety of solutions
- Relates well to persons at differing levels at any organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact
- Ability to manage and continually improve one's own performance
- Demonstrates a comprehensive awareness of ACTT's overall direction and goals and understands the operation of formal and informal networks within the organisation

Application form available at actt.org.tt/vacancies

Completed application form, cover letter, evidence of qualifications, three (3) professional referees (names, positions and contact information) and Curriculum Vitae must be submitted by

August 07, 2020 at 4.00 pm.

Kindly address to:

The Executive Director

The Accreditation Council of Trinidad and Tobago (ACTT)
Ground Floor, Building B, Pan American Life Plaza
91-93 St Vincent Street, Port of Spain

or submit via e-mail: vacancy@actt.org.tt