

Job Description

Job Title:	Accounts Officer I – AR Support Officer & Cash Collections	Job Category:	Finance
Department/Group:	Finance	Job Code/ Req#:	30
Location:	ORIA	Travel Required:	No
Level/Salary Range:	Grade 2	Position Type:	Full-Time
Job Holder:			

Job Purpose

As part of the Finance team, Accounts Officers provide advice support and assistance to the Authority's wider network of stakeholders including airlines, suppliers, partners and customers as well as other CIAA and Finance team staff.

The Accounts Officer's primary role is to support and assist the Chief Financial Officer in the administration of the Authority's financial accounts. Good management decisions rely heavily on accurate and timely presentation of financial information. As such the overall financial health of the Authority is supported through the delivery of effective accounts services. The role is to be performed with high standards of service to external and internal stakeholders.

Dimensions

As part of a small team, all Accounts Officers are expected to be competent and flexible in all areas of work. Work hours may require late evening and weekend callouts due to emergencies arising.

Role and Responsibilities

- To be proficient in all areas of the Finance Department, mainly the functions of Accounts Receivable, Cash Collections, Audit support, Car Park management and reconciliations, scanning and filing.
- Prepare and maintain financial information.
- Review and analyse financial information and draft reports and statistical analysis.
- Research and resolve issues.
- Reconcile financial information with accounts and bank information.
- Provide advice and support to stakeholders.
- Liaise with auditors and provide schedules as required.
- Filing and document management.

- Maintain process/procedure documentation and support the ERM systems.

Qualifications and Education Requirements

- Must have an Associate's Degree in Accounting.
- Alternately, the preferred candidate will possess a High School Diploma with at least two (2) years' experience in at least one key field covering receivables management, payables, cash collections, car park management, reconciliations and scanning and filing.
- An accounting technician certificate or other recognised accountancy qualification is an asset but not required.

Preferred Skills

- Strong numeracy skills
- Attention to detail and accuracy
- Organising skills with the ability to work under pressure and to meet tight timelines
- Ability to prioritise multiple tasks to meet team deadlines
- Good verbal and written communication skills
- Ability to maintain confidentiality
- Good working knowledge of spreadsheets and use of computerised accounting/payroll systems
- Ability to learn new processes and support continuous improvement
- Flexible and strong team player

Assignment & Planning of Work

- Work assigned by the CFO or designate
- Post holder must be self-motivated to achieve objectives without constant supervision

Supervision of Others

NIL

Other Working Relationships

Occasional liaison with Managers and staff from all departments

Safety Responsibilities

The post holder has the following general safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and any other duly approved Manuals, Safety Directives, and Safety Advisories;
- To apply system safety measures as required by safety management procedures and instructions;
- To advise the Chief Safety Officer of any safety occurrence or system failure;
- To identify and report any situation of potential risk or concern affecting system safety to the ORIA Airport Operations Control Centre, the CKIA Airport Manager and the ORIA ATC Manager;
- Supporting safety audits as and when they occur;
- Supporting safety investigations as and when they occur; and



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- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

Additional Notes

The main challenge is time management. It is essential that timely and accurate reports be prepared to provide management with useful information for financial decision-making.

Working Conditions

Working conditions are normal office conditions, occasionally requiring extra time in order to meet planned or imposed deadlines.

Reviewed and Agreed by Employee:		Date (dd/mm/yyyy):	
Approved By Supervisor:		Date (dd/mm/yyyy):	
Reviewed/Updated By HR:		Date (dd/mm/yyyy):	