

Job Description

Job Title:	Financial Analyst	Job Category:	Finance
Department/Group:	Finance	Job Code/ Req#:	8
Location:	ORIA	Travel Required:	Occasional Travel
Level/Salary Range:	Grade 5	Position Type:	Full-Time
Job Holder:			

Job Purpose

The post holder is required to support the fiduciary and governance work of the Chief Financial Officer (CFO) in managing the company's accounting, reporting and internal control activities and to ensure they are carried out efficiently, effectively and in line with the Cayman Islands Airports Authority's (CIAA) laws, policies and procedure and Cayman Islands Government (CIG) Public Management & Finance Law.

Dimensions

The post holder is responsible for the operational oversight of the accounting and reporting transactions of the Airports Authority in accordance with established objectives and policies. As a Deputy to the CFO, the Analyst will be involved in preparing and supporting presentations to the Board of Directors and the audit committee and will work closely with the leadership team.

Role and Responsibilities

- Ensures the timely provision of accounting and management reports to the CFO
- Works closely with the CFO to develop and implement budgetary and internal control systems, to reflect and align with the strategic objectives of the Airports Authority and verify the accuracy of the underlying records. The post holder should make recommendations for improvement to all aspects of the accounting functions of the Airports Authority
- Ensures the preparation of monthly accounting reports, including balance sheets, income and expenditure statements, cash flow and other management reports based on agreed deliverables and timelines
- Oversees the annual audits, bank reconciliations, accounts receivable and carpark management
- Carries out performance evaluations and the agreement of objectives of assigned accounting staff
- Establishes and maintains a system of internal controls to support the accounting functions in accordance with GAAP

- Drafts statutory accounts with supporting schedules for the Airports Authority in line with statutory deadlines
- Liaises with the CIG, Statutory Authorities and Non-Governmental output suppliers over funding, budgetary and reporting requirements
- Assists the CFO with his/her other duties and deputise for him/her as required
- Responsible for processing and reconciliation of payroll, pensions and health insurance
- Responsible for Accounts Receivables subledger reconciliation and communicate with customers in relation to their accounts

Qualifications and Education Requirements

- A Bachelor's Degree, preferably in Accounting or Business Administration, with at least five (5) years post qualification experience
- An Internationally recognised professional accounting qualification with minimum five (5) years' post qualification experience in accounting would be beneficial
- The post holder should have relevant experience in a similar position, including experience of providing financial control across a similar size business or group of companies
- The post holder should be familiar with the financial management, procurement, and accounting requirements

Preferred Skills

- Computer literate with knowledge of Microsoft Products accounting software, Excel spreadsheet applications and Word
- Interpersonal skills sufficient to support, advice and influence managers from different parts of the business whilst providing strong financial control where necessary
- Self-motivated, productive, highly responsible and ability to work with minimum supervision to meet specific deadlines
- Critical thinking and good analytical skills
- Hands-on approach and proven ability to work under pressure and to tight deadlines

Assignment & Planning of Work

- The post holder is expected to be able to work independently, with minimal supervision, and function as an integral member of the Airports Authority Finance team.
- The post holder will generally work within the current policies and guidelines of the Airports Authority and must consult with the CFO for all financial related matters.
- The post holder will be responsible for completing regularly scheduled tasks in a timely manner.
- The post holder will be required to plan and organise his/her work to meet reporting deadlines.
- The post holder will at times deal with sensitive and confidential information, such matters must be treated with the utmost confidentiality and should not be disclosed without the expressed permission of the CEO and/or Chief responsible for that area.
- There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

Supervision of Others

- The post holder will be responsible for overseeing the work of the assigned accounts staff; therefore, it is important that all work is properly planned and assigned accordingly.

Other Working Relationships

- External – The post holder will work with designated Financial Institutions, Government entities, auditors, local and overseas clients.
- Internal – The post holder will work in close cooperation with the CFO, Financial Controller and CIAA management and staff.

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;
- 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

Maintaining a high level of performance from the security unit; Enforcing policies effectively and mediating disputes between security personnel, airport personnel and the general public.

Working Conditions

Normal office conditions and in accordance with the standard practices in effect at the Airports Authority; Required to work overtime occasionally.



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