

Housing Authority

Position Description: Manager Finance

Position	Manager Finance
Incumbent	
Reports to	General Manager Finance & Administration
Date	

Reporting Positions:

Treasury Accountant
Budget Accountant
Financial Accountant

Purpose:

Reporting to the General Manager Finance and Administration, this position is responsible for the entire accounting function and associated financial matters of the Authority.

Its purpose is to support the Authority's business objectives by ensuring the financial operations of the business are operating effectively and efficiently and in accordance with the Authority's strategies.

Accountabilities:

The Job holder has the following accountabilities:

1. Financial Performance :
 - Reviewing existing policies and procedures relating to the Finance Department and recommending changes where needed
 - Ensuring financial and operational risks are minimized
 - Ensuring a productive workforce
 - Ensuring that personnel in the Finance Department comply with standards / regulations and the Housing Authority policies & procedures
2. Strategic Planning :
 - Assisting the General Manager Finance & Administration in finance planning and related activities
 - Compilation and Preparation of the Annual Corporate Budget in line with Strategic Plan for the Senior Management and Chief Executive's approval
 - Monitoring the Financial Performance with approved Budget and Strategic Plan on a regular basis
3. Financial Management:
 - Providing Senior Management and the Chief Executive Officer with accurate monthly/annual financial and operating statements to allow a review of the Authority's financial status
 - Focus on Data collection and analysis to provide meaningful insights and future forecast
 - Interpretation of accounting and statistical information in order to appraise operational and financial performance with an aim to improve the Authority's financial performance
 - Overseeing personnel management and providing support on key decisions to the General Manager Finance & Administration
 - Coordinating and controlling the disbursement of funds for payroll, operating and capital expenditures and other disbursements on behalf of Housing Authority
 - Budgeting & Forecasting with variance and ratio analysis
 - Management of Cash Flows for investment and borrowing needs
 - Ensuring that financial issues highlighted by external/internal auditors are resolved.
 - Assisting in the enhancement, upgrading and implementation for an efficient Management Information System
 - Providing finance related support to senior management, other departments and Divisions
 - Ensuring that the Authority is complying with all relevant accounting standards and legislation
 - Day to day management of the Finance Division

3. Administration

- Ensuring the effective operation of the Finance division
- Liaising with external and internal auditors;
- Ensure annual statutory accounts are submitted to relevant authorities on time;
- Develop staff effectiveness within the Finance division.

Working Relationships:

Internal

Chief Executive Officer
 Board of Directors
 General Manager Finance & Administration
 Manager Corporate Governance
 Manager Management Information Systems
 Leadership Team

External

External/internal auditors
 Solicitors
 Banks and other financial institutions

Major Challenges:

- Drive change management in the Finance division
- To ensure that the Authority's accounting systems are operating efficiently and effectively in order to deliver financial data/information that is accurate and timely
- Building and managing a team of professionals to provide high quality accounting and finance services
- Ensuring continuous improvement via staff training

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- A degree in Accounting/ Finance or related discipline.
- Post graduate qualifications is preferred but not necessary.
- Sound understanding of accounting principles and their practical application in the financial environment.
- Strong Leadership skills required to work with all stakeholders including CEO, other Leadership Team members and the Board.
- A good working knowledge of PC applications.
- Strong people management and communication skills.
- Good understanding of HAF's strategies, policies and procedures.
- Strong analytical skills.
- Ability to work independently.
- Commercially astute.
- Highly developed organisation and time management skills.
- Membership of a recognised relevant professional body is an added advantage.