

JOB DESCRIPTION - ASSOCIATE DIRECTOR, FINANCE

Position Title: Associate Director, Finance	Direct Supervisor: Administrator
Division: Administration	Secondary Supervisor: President
Management Level: L3 – Middle Management	Last Revision: March 2017
Replacement/Stand-in: Finance Officer	Duty Station: Belmopan City

The **Associate Director, Finance** is responsible for the effective implementation of prudent accounting practices that meet the financial requirements that govern the institution; maintaining precise and up-to-date financial records; analysing financial reports; and making recommendations for improved fiscal management of the institution. The Associate Director, Finance is expected to provide support and advice to the divisions based on the financial data of the institution.

MAIN FUNCTION: To provide leadership and support in the effective management of the assets and finances of NICH and its divisions.

PRIMARY DELIVERABLES:

1. Provide support in planning and management accounting
 - 1.1. Assist in planning/budgeting/forecasting for the institution
 - 1.1.1. Assist in developing and implementing an accounting system and policies to ensure compliance with the Generally Accepted Accounting Principles (GAAP) and that of NICH
 - 1.2. Assist in cost accounting and control
 - 1.3. Assist in cost management
 - 1.4. Assist in the evaluation and management of financial performance
2. Manage the procurement of materials and services for the institution
3. Perform Revenue Accounting for the Institute for Social and Cultural Research, Institute of Archaeology and Administration
 - 3.1. Approve customer credit
 - 3.2. Manage accounts receivable
 - 3.3. Manage and process collections
 - 3.4. Ensure the maintenance of precise records of accounts receivable
 - 3.5. Manage and approve adjustments/deductions
4. Perform general accounting and reporting
 - 4.1. Manage policies and procedures
 - 4.2. Perform general accounting
 - 4.3. Perform fixed asset accounting

5. Perform financial reporting
 - 5.1.1. Prepare financial statements for the Institute for Social and Cultural Research, Institute of Archaeology and Administration
 - 5.1.2. Prepare consolidated financial statements for the institution
 - 5.1.3. Perform division reporting/review management reports
 - 5.1.4. Perform consolidate reporting/review of cost management reports
 - 5.1.5. Prepare quarterly statements for review by the Financial Sub-Committee and the Board of Directors
 - 5.1.6. Produce regulatory reports, as required
6. Provide support in fixed asset project accounting
 - 6.1. Assist in capital planning and project approval
 - 6.2. Assist in capital project accounting
7. Manage the processing of payroll for the institution
 - 7.1. Manage the accurate reporting of employee time
 - 7.2. Manage the accurate processing of employee pay
 - 7.3. Manage the accurate processing of payroll taxes
 - 7.4. Manage the accurate processing employee reimbursements and advance claims
8. Process accounts payable
 - 8.1. Manage electronic commerce
 - 8.2. Audit invoices and key data in accounts payable system
 - 8.3. Process financial accruals and reversals
 - 8.4. Research/resolve exceptions
 - 8.5. Adjust accounting records
9. Manage cash
 - 9.1. Manage and reconcile cash positions
 - 9.2. Manage cash equivalents
 - 9.3. Process and oversee electronic fund transfers
 - 9.4. Develop cash flow forecasts
 - 9.5. Manage cash flows
 - 9.6. Produce cash management accounting transactions and reports
 - 9.7. Manage and oversee banking relationships
 - 9.8. Analyse, negotiate, resolve and confirm bank fees
10. Manage in-house bank accounts
 - 10.1. Manage in-house bank accounts for divisions
 - 10.2. Manage and facilitate inter-divisions borrowing transactions
 - 10.3. Manage central incoming payments on behalf of divisions
 - 10.4. Manage internal payments and netting transactions
 - 10.5. Calculate interest and fees for in-house bank accounts
 - 10.6. Provide account statements for in-house bank accounts

11. Manage debt and investment
 - 11.1. Manage financial intermediary relationships
 - 11.2. Manage liquidity
 - 11.3. Manage issuer exposure
 - 11.4. Process and oversee debt and investment transactions

12. Monitor and execute risk and hedging transactions
 - 12.1. Manage interest-rate risk
 - 12.2. Manage foreign exchange risk
 - 12.3. Monitor credit

13. Manage taxes (income tax, social security contributions, etc.)
 - 13.1. Develop tax strategy and plan
 - 13.2. Oversee the processing of taxes

14. Manage international funds/consolidation
 - 14.1. Monitor international rates
 - 14.2. Manage transactions
 - 14.3. Monitor currency exposure
 - 14.4. Report results

15. Appraise, evaluate and inventory real property and equipment, recording information such as property's description, value, and location, etc.

16. Collaborate effectively with all NICH organizations and departments, including its Management and Technical Teams

17. Perform other duties assigned from time to time for the purpose of ensuring the efficient and effective financial management of the institution

EDUCATION AND SKILLS:

- Master’s Degree from an accredited institution in Accounting or related field; **AND**
- At least 5 years working experience in Business, Management, Administration or a related field.
- Ability to respect and work under strict confidentiality;
- Superior planning, organizing and analytical skills, with attention to details and accuracy;
- Adept at working independently, yet with profound team spirit;
- Ability to work under pressure;
- Possess strong work ethics;
- Good judgment;
- Working knowledge of QuickBooks and Microsoft Suite (Word, Excel, Outlook, Explorer, etc.)
- Ability to communicate effectively through various mediums;
- Must be computer literate;
- Fluency in Spanish is an asset.

SIGNATURE OF EMPLOYEE

DATE OF SIGNATURE

SIGNATURE OF SUPERVISOR

DATE OF SIGNATURE