



**TOBAGO REGIONAL HEALTH AUTHORITY  
HUMAN RESOURCES DEPARTMENT  
JOB DESCRIPTION**

<b>Job Title</b>	<b>Manager, Financial Operations</b>
<b>Department</b>	<b>Finance</b>
<b>Reports to</b>	<b>General Manager, Finance</b>
<b>Head of Department</b>	<b>General Manager, Finance</b>
<b>Supervision Provided to</b>	<b>Finance Officer, Senior Finance Assistant, Finance Assistant, Administrative Assistant</b>

**JOB SUMMARY**

The Manager of Financial Operations oversees the organization's day to day financial processes to ensure timely, accurate, and efficient transaction processing. The incumbent will be responsible for maintaining effective cash flow, strengthening operational controls, and driving continuous process improvement across core finance functions, while ensuring compliance with internal policies, statutory requirements, and regulatory standards.

**PRIMARY DUTIES & RESPONSIBILITIES**

<b>Category</b>	<b>Duties &amp; Responsibility</b>
<b>Strategic</b>	Supports strategic agenda of the organization: <ul style="list-style-type: none"> <li>• Contributes to financial planning and resource allocation to support organizational goals.</li> <li>• Suggests initiatives to modernize financial operations through automation, system enhancements, and process standardization.</li> <li>• Provides financial guidance and operational insights to senior management to support decision making.</li> </ul>
<b>Operational</b>	Manages the daily operations of staff: <ul style="list-style-type: none"> <li>• Prepares accurate monthly, quarterly, and ad hoc financial reports for internal audits, executive review, and regulatory compliance, including VAT submissions.</li> <li>• Oversees payroll, accounts payable and accounts receivable, general ledger management, and bank reconciliations, ensuring integrity of financial data and adherence to established policies.</li> <li>• Designs, implements, and maintains financial systems, policies, and procedures within a computerized environment, lead initiatives to enhance efficiency and internal controls.</li> <li>• Manages cash flow, investments, and resource allocation, provide financial guidance to management and collaborate with auditors to ensure compliance with standards and regulations.</li> </ul>

<b>Fiscal</b>	<ul style="list-style-type: none"> <li>• Manage cash flow, short-term investments, and optimal deployment of financial resources.</li> <li>• Monitor expenditure and revenue trends to ensure financial sustainability.</li> <li>• Support budget execution and financial forecasting activities.</li> </ul>
<b>People</b>	<p>Manages and supervises staff:</p> <ul style="list-style-type: none"> <li>• Manages outputs by assigning, reviewing and approving of work submitted by staff</li> <li>• Provides coaching and mentoring to staff by offering feedback, advice and guidance to help employees develop</li> <li>• Ensures employees adhere to established policies, procedures, rules and regulations</li> <li>• Recommends training and developmental needs for staff by reviewing previous training participation and by monitoring the execution of duties to identify areas of improvement</li> <li>• Facilitates the execution of work by requesting resources for staff</li> <li>• Manages availability of staff by reviewing and authorizing applications for leave</li> <li>• Conducts performance appraisals by assessing staff performance and expected outputs in accordance with established guidelines and procedures</li> </ul>
<b>Reporting &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Prepare accurate monthly, quarterly, and ad hoc financial reports for executive review, internal audits, and regulatory purposes.</li> <li>• Ensure timely submission of statutory and regulatory filings, including VAT returns.</li> <li>• Liaise with internal and external auditors and facilitate audit processes to ensure compliance with applicable standards and regulations.</li> <li>• Maintain strong internal controls and address audit findings promptly.</li> </ul>

## **QUALIFICATIONS & EXPERIENCE**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- ACCA, CPA, CIMA, CMA qualified or equivalent qualifications in a related field.
- Up to date registration with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT).
- Seven (7) years relevant experience in financial operations, accounting, or a related field, with at least three (3) years in a supervisory role.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Specialist knowledge of financial accounting principles, financial reporting, and internal controls
- Specialist knowledge of payroll, accounts payable, accounts receivable, and general ledger management
- Specialist knowledge of VAT and regulatory reporting requirements
- Strong analytical, problem-solving, and process-improvement skills
- Strong Proficiency in financial systems, spreadsheets, and reporting tools

- Specialist oral and written communication skills.
- Specialist report writing skills
- Specialist skills in the use of computer software such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), OneDrive, and SharePoint.
- Specialist supervisory skills.
- Specialist interpersonal skills.
- Specialist coaching/mentoring skills.
- Specialist skills in leading and motivating people.
- Substantial/In-depth knowledge of administrative procedures.
- Substantial/In-depth knowledge of public sector accounting procedures and practices.
- Substantial/In-depth financial analysis skills.
- Substantial/In-depth skills in quantitative and qualitative research
- High level of integrity, attention to detail, and confidentiality

### **SUPERVISORY RESPONSIBILITIES**

<b>Directly</b>	<b>Indirectly</b>
<ul style="list-style-type: none"> <li>• Finance Officer</li> <li>• Senior Finance Assistant</li> <li>• Finance Assistant</li> <li>• Administrative Assistant</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>

### **KEY RELATIONSHIPS & CONTACTS**

<b>Internal</b>	<b>External</b>
<p>Direct Supervisor</p> <ul style="list-style-type: none"> <li>• To seek approvals, provide updates on matters that were referred to the unit</li> <li>• To obtain feedback and guidance on matters</li> <li>• To receive instructions, directives and tasks</li> </ul> <p>Direct Reports</p> <ul style="list-style-type: none"> <li>• To assign tasks and duties</li> <li>• To provide guidance and advice in the execution of duties and responsibilities</li> </ul> <p>Department Heads</p> <ul style="list-style-type: none"> <li>• To obtain information and feedback</li> <li>• To collaborate and inform on initiative activities</li> </ul>	<p>Auditors, Regional Authorities, Other Divisions, Vendors, etc.</p> <ul style="list-style-type: none"> <li>• To request information on releases and requirements.</li> <li>• To obtain feedback and guidance on follow-up action.</li> <li>• To submit key reports when requested.</li> </ul>

## KEY OUTPUTS & ACCOUNTABILITY

Accountable to	Output	Frequency
<b>General Manager, Finance</b>	<ul style="list-style-type: none"> <li>● Provide financial support and advice on initiatives</li> <li>● Supervise, support and provide guidance to staff</li> </ul>	Daily
	<ul style="list-style-type: none"> <li>● Provides financial reports on VAT submissions and statutory returns</li> <li>● Provides report on cash flow and financial performance</li> </ul>	Monthly/ Quarterly
	<ul style="list-style-type: none"> <li>● Provide input into the strategic and operational plan</li> <li>● Suggests updates to existing financial operational SOPs</li> </ul>	Annually
	<ul style="list-style-type: none"> <li>● Submits audit and compliance reports when requested</li> <li>● Submit reports and provides information to staff on official matters</li> <li>● Submit reports related to initiatives to requested committees</li> </ul>	Ad Hoc/As Needed

## WORKING CONDITIONS

Condition	Description
<b>Environmental</b>	Work is typically performed in a normal work environment with little to no environmental demands
<b>Physical &amp; Travelling</b>	<ul style="list-style-type: none"> <li>● Regularly works at a computer for extended period of time in a seated position</li> <li>● Regularly exposed to rays from computer monitors that may lead to eye strain</li> </ul>
<b>Mental &amp; Stress</b>	<ul style="list-style-type: none"> <li>● Regularly concentrates for long hours in front of a computer screen</li> <li>● Regularly manages tight deadlines brought about by project demands</li> <li>● Regularly coordinates and performs simultaneous activities</li> <li>● Regularly interrupted during activities (e.g. phone calls, meetings, etc.)</li> </ul>
<b>Special Requirements</b>	May be required to work extended hours during month-end, audits, or regulatory deadlines