



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

<b>Job Title</b>	<b>Manager, Financial Reporting</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>Senior Finance Officer, Finance Officer, Senior Finance Assistant, Finance Assistant, Data Assistant, Administrative Assistant</b>

**JOB SUMMARY**

The Manager of Financial Reporting is responsible for the accurate preparation, presentation, and timely delivery of the organization’s statutory and external financial reports in compliance with applicable accounting standards and regulatory requirements. The incumbent will be responsible for ensuring the integrity of financial information, maintaining strong financial controls, and supporting governance, audit, and regulatory obligations, while contributing to continuous improvement in the organization’s financial reporting processes.

**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 the development and implementation of financial reporting strategies aligned with organizational goals.</li> <li>• Provides financial insights and analysis to senior management to support strategic planning and financial sustainability.</li> <li>• Suggests improvements to financial policies, reporting standards, and governance frameworks.</li> <li>• Leads the implementation of process improvements to strengthen internal financial systems and controls.</li> </ul>
<b>Operational</b>	Manages the daily operations of staff: <ul style="list-style-type: none"> <li>• Prepares monthly, quarterly, and annual financial statements in accordance with statutory, regulatory, and accounting standards.</li> <li>• Ensures the accuracy, completeness, and timeliness of all financial reports.</li> <li>• Coordinates and supports internal and external audit exercises, including provision of schedules, explanations, and supporting documentation.</li> <li>• Collaborates with operational departments to resolve accounting and reporting issues.</li> </ul>

<b>Fiscal</b>	<ul style="list-style-type: none"> <li>• Oversees financial controls and risk management processes, including balance sheet reconciliations and general ledger integrity.</li> <li>• Monitors compliance with approved budgets, accounting policies, and financial procedures.</li> <li>• Supports effective cash management and financial sustainability initiatives.</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>• Ensures the preparation of accurate monthly, quarterly, and ad hoc financial reports for executive review, internal audits, and regulatory purposes.</li> <li>• Ensures compliance with statutory, regulatory, and disclosure requirements.</li> <li>• Maintains strong internal controls related to financial reporting.</li> <li>• Ensures adherence to established protocols, accreditation standards, and governance requirements.</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.
- Certified Financial Analyst (CFA) certification would be an asset.
- 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 accounting standards, statutory reporting, and regulatory requirements
- Specialist knowledge of financial accounting principles, financial reporting, and internal controls
- 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>• Senior Finance Officer</li> <li>• Finance Officer</li> <li>• Senior Finance Assistant</li> <li>• Finance Assistant</li> <li>• Data 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 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, Regulators, Government Agencies, 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 monthly financial statements</li> <li>● Provides quarterly statutory and management reports</li> </ul>	Monthly/ Quarterly
	<ul style="list-style-type: none"> <li>● Provides annual financial statements and audit files</li> <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, year-end, audits, or regulatory deadlines