

## **EMPLOYMENT OPPORTUNITY** **FINANCE AND HUMAN RESOURCES MANAGER**

### **JOB SUMMARY**

The Finance and Human Resources Manager directly oversees all financial and accounting activities of DGDC. He/she manages the company's finances, ensuring quality service delivery of supporting financial elements reporting directly to the Board of Directors. He/she is responsible for implementing HR policies and programs in collaboration with the CEO and Board of Directors.

### **AREAS OF RESPONSIBILITY**

#### **Financial Management:**

- Provide support to procurement activities of the company
- Maintain the accounts and financial control systems of the company
- Design periodic reports of the company's financial performance and position, in conjunction with the CEO and Board of Directors, and provide such reports on a timely basis.
- Implement controls, policies and processes to ensure the financial integrity of the company, including disbursement authorization procedures, cash management, and code of ethics
- Coordinate an annual independent audit (but such auditors will report to the Board of Directors)
- Lead the development of the company's annual and sub-period budget, working with the CEO, other department heads and the company's outside advisors
- Summarize the budget, and highlight additional financial resources necessary within the budget window
- Track expenses relative to the budget, and report variances on an ongoing basis over the course of the budget period
- Execute the capital transactions and provide reporting as required by lenders and shareholders

#### **Human Resources Management:**

- Ensure that HR procedures and policies are in line with Dominica's labour laws
- Maintain confidential and accurate HR records
- Undertake administrative duties in connection with personnel changes, variations in contracts and termination of contracts
- Plan, supervise and perform HR processes such as recruitment, training, briefings, evaluations and development of staff
- Supervise/perform payroll procedures for staff

### **WORK OUTPUT AND DELIVERABLES**

The Finance and Human Resources Manager will:

- submit to the CEO, monthly or as agreed with the CEO, Progress Reports on the status of tasks undertaken as specified in Key Responsibilities.

- perform all duties in a skilled and professional manner using diplomatic capabilities in dealing with multiple stakeholders such as government agencies, private sector entities and other relevant institutions.
- prepare annual Financial statements for the company.

## **QUALIFICATIONS/SKILLS**

The following qualifications and experience are required to successfully complete the role.

### **Academic Qualifications**

- Advanced degree in Accounting, Finance, Business or related field

### **Experience**

#### **Essential**

- Demonstrated experience in financial management and accounting
- Experience in HR management positions
- Deep understanding of Government accounting
- Familiarity with banking practices in both official banking and private sector banking sector

#### **Advantageous**

- Knowledge of power or energy related industries
- Knowledge of government procurement processes
- Knowledge of World Bank or EU procurement processes
- Knowledge of IFRS or U.S. GAAP

### **Personal attributes and Skills**

- Ability to develop and deliver effective presentations
- Ability to communicate effectively in English
- Good organizational skills
- Diligence in adhering to process
- Ability to work and interact with diverse groups
- Proactive and committed to completing tasks
- Ability to operate effectively within a team environment

Applications should be submitted to the Board of Directors, DGDC, P.O. Box 1454, Roseau, Dominica or electronically at [admin@geodominica.com](mailto:admin@geodominica.com)

**Applicants are strongly encouraged to apply electronically. All applications will be acknowledged after the deadline.**

**Deadline for applications: 4:00pm on Thursday, April 2<sup>nd</sup>, 2020.**