



### **FINANCE MANAGER - PART TIME.**

Are you passionate about making a difference? Are you an effective Finance Manager with strong communication skills who wants to use their finance skills but only on a part time basis? The National Trust for the Cayman Islands is seeking applications from suitable candidates for the position of part time Finance Manager.

### **RESPONSIBILITIES**

- All aspects of accounting for the Trust and preparation of monthly financial statements
- Completion and submission of government returns
- Annual budget preparation and monthly performance monitoring against forecasts
- Sole responsibility for year-end accounting and liaison with auditors to ensure sign-off by government reporting deadlines
- Ad hoc reports to Council, physical asset management
- Applications for, management of and reporting on a portfolio of International grants
- Payroll, insurance and pension for Trust staff

### **SKILLS / QUALIFICATIONS / REQUIREMENTS**

- Internationally recognized professional accounting qualification (ACCA, CA or CPA) or an accounting Bachelor's degree with five years minimum experience in an accounting role.
- Solid expertise in Quickbooks.
- Ability to work independently and under pressure to meet strict deadlines

### **SALARY AND BENEFITS**

- CI\$3,300-CI\$3,500 per month working 25 hours per week, Monday through Friday.
- Full package of benefits including health insurance, pension and 20 days annual leave. Office is also closed over Christmas.

Please send CV and covering letter to [director@nationaltrust.org.ky](mailto:director@nationaltrust.org.ky) or deliver to our offices at 558A South Church St. **Only Caymanians or those with permanent residence and right to work in the Cayman Islands need apply please.**

**Deadline for submissions – January 6<sup>th</sup>, 2021**