



## Job Description

**The National Trust for the Cayman Islands is a Community Benefit Organization established in 1987 with the purpose to preserve natural environments and places of historic significance for present and future generations of the Cayman Islands.**

The National Trust Law states in section 4. (1): The purposes of the Trust are-

- (a) the preservation of the historic, natural and maritime heritage of the Islands through the preservation of areas, sites, buildings, structures and objects of historic or cultural significance;
- (b) the conservation of lands, natural features and submarine areas of beauty, historic or environmental importance which the Trust may have acquired through gift, bequest, purchase, lease or other means; and
- (c) the protection of native flora and fauna.

**Job Title:** Finance Manager

**Location:** Trust Office, Dart Park, South Sound

**Date:** January 2023

**Expected Time:** 6 hours per day, 9am-3pm Monday through Friday with occasional time outside these hours

**Reporting and other relationships:** This position reports directly to the Executive Director as to performance and discipline. This position also reports to, and receives policy guidance from, the National Trust Treasurer and Executive Committee.

**Job Summary:** Ensure all financial systems of the National Trust run smoothly (including all treasury functions). Take primary responsibility for all audit, government returns, HR (Pension and Healthcare) functions.

### **Key Responsibilities and Accountabilities:**

The Finance Manager is responsible for all aspects of financial management of the Trust and for some aspects of the operational management of the Trust including:

#### **Financial reporting**

1. Maintaining all financial records and performing all aspects of accounting for the Trust – cash management, purchase ledger control, invoicing, credit control, inventory management, bank reconciliations, monthly management accounts and cash flow analysis.
2. Preparing a full annual budget (to be approved by EXCO/ Council) and then executing and monitoring progress against the budget to ensure



- adequate financial resources are obtained;
  - optimal use of Trust funds; and
  - all expenses are presented and fully accounted for.
3. Developing a general reserve financial strategy.
  4. Monitoring revenue raising measures to ensure the staff cost element is considered and accounting for and reviewing all income streams for return on investment.
  5. Liaising with auditors to ensure annual audit completed before the AGM (as required by the National Trust Law).
  6. Management of the financial and reporting aspects of international and local grants to ensure compliance with complex financial and regulatory requirements.

#### External reporting to CIG

7. Preparing and submitting biennial Government grant request in a timely manner but no later than [June] or as otherwise directed by the Government.
8. Completing and submitting quarterly Government grant drawdown requests together with reporting on performance to our Ministry (supplying management accounts on demand).
9. Handling ad hoc Government queries including annual ESO and NPO reporting.

#### Reporting on performance to Council

10. Preparing monthly reports for the Council, covering the financial position and reporting on achievements with regards to the strategic plan objectives and goals.
11. Ensuring the strategic plan is understood, monitored, and modified as necessary.
12. Performing quarterly reviews of financial progress against strategic plans with individual staff members to ensure we stay on task.
13. Preparing agendas, and ad hoc status reports for Executive Council and General Council.

#### Administration

14. Taking responsibility for arrangements for AGM in accordance with National Trust Law.
15. HR functionality – pension and health insurance administration.
16. Liaising with banks to ensure that banking services (e.g. ebanking and other online payment services) are fully understood and employed to the best of our advantage for our membership.



17. Liaising with insurance professionals to ensure adequate insurance cover is taken out on vehicles, buildings, public liability, events and staff health.
18. Developing a five year operations plan to eventually include budget, IT, HR and facilities management (by 2023).
19. Assisting Director in identifying, deploying and managing fundraising opportunities for general unrestricted funds through corporate sponsorships and donations

**What is required to do the Job effectively?**

**Education and/or Experience:**

- A degree in business, preferably accounting, along with at least 2 years' experience in accounting.
- ACA or CA required, CPA preferred

**Knowledge, Skills and Abilities:**

- Clean police record with honest and confidential approach.
- Detail oriented with excellent organizational and time management skills.
- Strong interpersonal and problem-solving skills.
- Extensive experience with spreadsheets. Experience with QuickBooks.
- Ability to work unsupervised and to strict deadlines.
- Ability to work outside of normal business hours, on occasion to assist with Fundraising events.
- An interest in preserving the natural and built heritage of the islands.

**Remuneration:** Proposed role of 6 hours per day, five days a week, Monday through Friday. Salary range CI\$50,000 - \$60,000. 20 days annual holiday and office closed over Christmas. Healthcare 100% coverage and statutory pension benefits. Only Caymanians or permanent residents with right to work need apply.