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JOB VACANCY

HEALTH REGULATION AUTHORITY

Position Title: Senior Finance Manager – Health Regulation Authority

Location: Providenciales, Turks and Caicos Islands. Travel within TCI will be required.

Employment Type: Full-Time

Reports To: Chief Executive Officer

Compensation Range: \$69,982.00 to \$75,363 per annum plus conditional allowances

OVERVIEW OF THE HEALTH REGULATION AUTHORITY (HRA)

The Health Regulation Authority (HRA) was established under the Ordinance, cited as the Health Regulation Ordinance 2016. The HRA was established to function as an independent, statutory health regulatory organisation, mandated to manage the regulation of the entire healthcare system across both the public and private sectors, in the Turks and Caicos Islands. The HRA's mission is to protect the public and promote quality and patient safety by:

- Regulating healthcare: services; facilities and equipment; medicines and drugs;
- Setting appropriate standards, regulations and policies in line with international best practice;
- Ensuring compliance with these standards;
- Ensuring fitness for purpose;
- Managing complaints of a regulatory nature.

PURPOSE OF JOB:

The Senior Finance Manager is a key member of the Executive Team and is responsible to the Board, through the Chief Executive Officer, for the efficient financial administration of the Health Regulation Authority (HRA). As an Executive, the Senior Finance Manager is expected to bring a modern, business approach to the leadership of the finance function by leading the development and implementation of finance management and accounting strategies to support the attainment of the HRA's organisational goals and objectives; and by addressing all capital and accounting functions; as well as handling cash management and risk planning activities; in a manner not limited to the following:

- Executing, with the general guidance of the Chief Executive Officer, primary and direct, daily responsibilities for: planning, implementing, and controlling the accounting, finance, funds collection, forecasting, strategic planning, institutional financing, property

management, negotiating, compliance, and legal financial matters; and directing all HRA financial management related activities; and

- Managing adequate finance and accounting support staff - to affect the requisite, HRA financial outcomes and accounting transactions.

PERFORMANCE STANDARDS:

The Senior Finance Manager is performing the required duties effectively when:

- Financial and operational strategies; policies; quality systems and processes, with apt strategy metrics and the perpetual development and monitoring of control systems (i.e., a comprehensive set of controls and budgets) are designed and maintained to:

- o Collect the HRA's funds;
- o Preserve the HRA's assets;
- o Enable the HRA's financial viability/corporate sustainability;
- o Mitigate risk through the utility of apt financial risk management practices;

- An adequate system of accounting records is established and maintained;
 - Periodic, accurate, relevant, reliable and timely HRA financial results/reports including, but not limited to: financial statements; estimates; accounts; audits; and reporting (indicative of the HRA's governance arrangements and finances) pursuant to the Public Finance Management and Nationals Audit Ordinances are produced and distributed in a timely manner with minimal errors;
 - Reported results comply with Generally Accepted Accounting Principles/ International Financial Reporting Standards;
 - The accounting record and reporting system is up to date and HRA receives unqualified audit outcomes;
 - Absolute discretion and confidentiality of sensitive, private/personal and other information are maintained at all times;
 - Schedule is appropriately adjusted to meet changing priorities, urgent priorities are tracked and achieved and individual deadlines are met;
 - Technical/procedural aspects of the job are clearly executed within and in support of the mission, goals and procedures of the HRA;
 - Organisational policy and procedures are applied correctly and timely;
 - All job functions and assigned tasks are completed thoroughly, accurately and on time to achieve optimum productivity;
 - Commitments and assignments are followed through, with initiative/resourcefulness in overcoming obstacles/constraints in the work environment, to get the work done;
 - Work outcomes, ideas and information are presented concisely, accurately and persuasively - with clear communication and vocabulary that is appropriate to the audience;
 - Colleagues are treated with respect, courtesy and tact to: foster team spirit; work through differences in an open and problem-solving manner; and engender mutual understanding and consensus;
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- Stakeholders are treated with respect, denoting a projected image of concern for the stakeholder and persistence in providing assistance and follow-up, to: ensure all their needs have been addressed; and the results meet their needs;
- Responses to stakeholder enquiries and requests are in a timely manner with accurate, thorough and prompt information, explanations, help or referrals - that keeps them informed of the status of the request or service;
- Activities are prioritized in accordance with stakeholders' expectations and a high degree of tact, diplomacy and calm is exercised in the face of their anger or lack of control or when faced with complaints;
- Several tasks are managed simultaneously through the efficient and effective use of time and resources, and within established timelines and deadlines, for goal accomplishment;
- Behaviour is in accordance with social and ethical standards - exhibited in decisions that demonstrate responsibility to colleagues and stakeholders;
- Problems and their symptoms and causes are anticipated, or identified, and contingency plans and the most effective solutions are developed in response;
- Good judgment is exercise in making decisions by: generating ideas; evaluating alternatives; choosing an effective plan of action; and monitoring the effects of decisions after they are made; and
- Tact, persuasion, or persistence, is used in obtaining information and the accuracy or completeness of information is verified.

DUTIES & RESPONSIBILITIES:

Develop and implement financial strategies to support the Authority's goals. Prepare and monitor annual budgets, forecasts, and long-term financial plans.

Conduct financial analysis to identify trends, risks, and opportunities.

Provide financial insights and recommendations to the Chief Executive Officer.

Oversee the preparation of monthly, quarterly, and annual financial reports and ensure accurate and timely financial reporting to relevant stakeholders.

Assist with the budgeting process, ensuring alignment with strategic priorities and resource allocation.

Oversee day-to-day accounting operations, including accounts payable, receivable, payroll, and general ledger activities.

Ensure compliance with relevant financial regulations, laws, and standards.

Coordinate and manage audits, ensuring timely resolution of any issues.

Oversee financial management of subventions, including budgeting, reporting, and compliance requirements.

Manage controls to safeguard the Authority's assets.

Monitor and manage financial risks, including cash flow management.



Collaborate with other departments to ensure financial processes and policies are understood and adhered to.

QUALIFICATIONS & COMPETENCIES:

The Senior Finance Manager position requires:

- A bachelor's degree in Accounting or an equivalent field;
- A Certified Public Accountant (CPA) or other recognised accountancy certification (ACA, CIMA, ACCA or equivalent). A master's degree in Accounting is required in the absence of the stated, accountancy, certification qualification.

Minimum of 5 years of experience in financial management

Experience with budgets and reporting. Strong knowledge of financial regulations, accounting principles, and best practices.

Proficiency in financial management software and advanced Excel skills.

Strong communication and interpersonal skills, with the ability to explain complex financial information.

High ethical standards and a commitment to transparency and accountability.

Ability to work under pressure and meet deadlines.

Strong attention to detail and organizational skills. Supportive and collaborative work environment.

Strong skills in financial planning, budgeting, accounting, and compliance with regulations.

Experience in managing audits and ensuring accurate financial reporting.

Strategic & Analytical Thinking Ability to develop long-term financial strategies and manage risks.

Ability to Effectively communicate & Collaborate as a team

This job description outlines the role's general nature and key responsibilities but is not exhaustive. The Health Regulation Authority reserves the right to modify job duties and responsibilities as necessary.

APPLICATION PROCEDURE:

Resumes with current contact information must be accompanied by a Cover Letter, two letters of reference (one preferably from a former employer), copies of educational certificates, a Police Certificate and a copy of the Passport photo page.

Applications should be addressed to the Chief Executive Officer, Health Regulation Authority, Butterfield Square, Providenciales or sent by email with the subject line **Senior Finance Manager – HRAB01** to HRApplications@hra.gov.tc

Applications without all supporting documents will not be processed.

We thank all applicants for their interest; however, only persons selected for an interview will be contacted.

APPLICATION DEADLINE: March 15, 2025