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JOB VACANCY

HEALTH REGULATION AUTHORITY

Position Title:	Senior Finance Manager
Location:	Providenciales, Turks and Caicos Islands (Travel within TCI required)
Employment Type:	Full-Time
Reports To:	Chief Executive Officer
Compensation:	\$75,363 per annum plus conditional allowances
Application Deadline:	July 24, 2026

ABOUT THE HEALTH REGULATION AUTHORITY

The Health Regulation Authority (HRA) was established under the Health Regulation Ordinance 2016 as an independent statutory health regulatory organisation. The HRA is 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 through:

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

PURPOSE OF THE ROLE

The Senior Finance Manager is a key member of the Executive Team, responsible to the Board through the Chief Executive Officer for the efficient financial administration of the Authority. The successful candidate will bring a modern, business-focused approach to the leadership of the finance function, leading the development and implementation of financial management and accounting strategies in support of the HRA's organisational goals and objectives.

Key areas of accountability include:

- Planning, implementing, and controlling all accounting, finance, forecasting, strategic

planning, and compliance functions

- Directing all HRA financial management activities under the guidance of the Chief Executive Officer
- Managing and developing finance and accounting support staff to deliver the requisite financial outcomes

DUTIES & RESPONSIBILITIES

- Develop and implement financial strategies to support the Authority's goals and objectives
- Prepare, monitor, and review annual budgets, forecasts, and long-term financial plans
- Conduct financial analysis to identify trends, risks, and opportunities
- Provide strategic financial insights and recommendations to the Chief Executive Officer
- Oversee the preparation of monthly, quarterly, and annual financial reports
- Ensure accurate and timely financial reporting to all relevant stakeholders
- Lead and support the budgeting process, ensuring alignment with strategic priorities
- Oversee day-to-day accounting operations including accounts payable, receivable, payroll, and general ledger
- Ensure compliance with relevant financial regulations, laws, and standards
- Coordinate and manage internal and external audits, ensuring timely resolution of any findings
- Oversee financial management of subventions including budgeting, reporting, and compliance
- Establish and manage controls to safeguard the Authority's assets
- Monitor and manage financial risks, including cash flow management
- Collaborate across departments to ensure financial policies and processes are understood and adhered to

QUALIFICATIONS & REQUIREMENTS

Education

- Bachelor's degree in Accounting or an equivalent field
- Certified Public Accountant (CPA) or equivalent recognised accountancy certification (ACA, CIMA, ACCA or equivalent)
- A Master's degree in Accounting will be accepted in lieu of a professional accountancy certification
- Knowledge of the Sage Accounting System is a distinct asset

Experience

- Minimum of five (5) years of experience in financial management
- Demonstrated experience in budgeting, financial reporting, and compliance
- Experience managing audits and ensuring accurate financial reporting

Skills & Competencies

- Strong knowledge of financial regulations, accounting principles, and best practices
- Proficiency in financial management software and advanced Microsoft Excel skills
- Strategic and analytical thinking with the ability to develop long-term financial strategies and manage risks
- Strong written and verbal communication skills, with the ability to present complex financial information clearly
- High ethical standards and a firm commitment to transparency and accountability
- Ability to work under pressure, manage competing priorities, and consistently meet deadlines
- Strong attention to detail, organisational skills, and capacity to manage multiple tasks simultaneously
- Collaborative team player with proven interpersonal skills

PERFORMANCE STANDARDS

The Senior Finance Manager will be assessed on the following key performance indicators:

- Timely and accurate production of financial statements, estimates, accounts, and audit reports
- Compliance with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS)
- Compliance with the TCIG - Public Finance Management Ordinance (PFMO)
- Maintenance of an up-to-date accounting record and reporting system with unqualified audit outcomes
- Effective design, implementation, and monitoring of financial controls and risk management frameworks
- Demonstrated discretion and confidentiality in handling sensitive financial and personal information
- Constructive stakeholder engagement characterised by professionalism, tact, and responsiveness
- Consistent demonstration of sound judgement and ethical decision-making

HOW TO APPLY

Application Requirements

A complete application package must include all of the following:

- Cover Letter addressed to the Chief Executive Officer
- Current Curriculum Vitae with up-to-date contact information
- Two (2) letters of professional reference (one preferably from a former employer)
- Certified copies of all educational certificates and qualifications
- A valid Police Certificate of Good Character
- Copy of Passport photo page

Important: Applications submitted without all required supporting documents will not be processed.

Submit Your Application

By Email: HRapplications@hra.gov.tc

Subject Line: Senior Finance Manager – HRAB01

By Post: Chief Executive Officer, Health Regulation Authority, Butterfield Square,
Providenciales, TCI

This job description outlines the general nature and key responsibilities of the role and is not exhaustive. The Health Regulation Authority reserves the right to amend duties and responsibilities as organisational needs require. We thank all applicants for their interest; however, only candidates selected for interview will be contacted.

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