

## **SCHEDULE B**

**Terms of Reference:** Chief Finance Officer/Adviser

Accountable to: Tristan da Cunha Government

Reports to: Island Administrator

### **Purpose of Job**

To support the Administrator, Island Council and Head of the Finance Department in the efficient and effective management of Accounting Services across the whole of the Tristan da Cunha Government.

To implement initiatives and financial reforms to increase long term Community/Government effectiveness and sustainability.

To work closely with the Administrator, Island Council, Head of Finance and other stakeholders to ensure that reforms are suitable to Tristan and will gain the acceptance of the community.

To provide strategic financial, accounting and economic advice to the Administrator, Departments and Council on matters arising. Including interpretation of Financial legislation.

To provide ad hoc project management and Human Resources advice to Administrator, Council and Departments as required.

### **Scope of Job**

#### **Strategic**

To support the Administrator, Island Council and Head of Finance in the strategic management and development of government finance and the island economy.

Liaison with FCDO and other strategic grant-awarding bodies to identify and manage potential funding and to ensure compliance with reporting deadlines.

Leading the annual budget-setting process by the Government of Tristan da Cunha (including preparing elements of the budget including capital and investments) and giving strategic advice to the Administrator and the Island Council.

Leading and managing major procurements.

Review and update any policies and legislation regarding Financial matters where necessary seeking continuous improvement in the control environment.

Support Administrator in managing financial relationship with lobster concession holder.

## **Main Tasks**

Support the preparation and production of all Government Annual Financial Accounts including compiling the accounts, year-end adjustments and dealing with all accounting/audit queries.

Lead on the preparation of TDC's quarterly management accounts within agreed deadlines.

Implement continuous improvement of financial systems across Tristan da Cunha Government

Development of changes to processes and systems towards full use of an accruals basis of accounting.

Regularly review and implement changes to TDCs pension arrangements as appropriate.

Oversee maintenance of Financial Software such as Sage which includes problem solving and upgrades to software.

Maintain and develop appropriate internal control monitoring to ensure directorates adherence to applicable financial procedures and regulations for all payments and receipts and other transactions.

Lead on refining and implementing a wide package of Government reforms, some of which will be locally sensitive.

Day-to-day provision of relevant and appropriate policy advice on financial issues and proposals, and technical advice on accounting matters, procurement, interpretation of Financial Regulations and Accounting Standards to accounts and administration staff and senior managers in other directorates on procedures and appropriate practice in relation to Public Sector Accountancy and Finance.

Responsible for developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial statements while all the time working to tight deadlines.

To provide technical accounting support in the production of the financial statements and deal with all accounting/audit queries.

Strategic overview of Island Store policy and financial procurement.

Modernise TDC Government accounting system

Help Heads of Department link their ideas to high-level Council or Strategic objectives.

Improve capacity on financial management in Tristan da Cunha Government by mentoring/training as appropriate.

Develop and implement change management programmes within finance or on financial processes.

Chair Tristan House Committee, reporting to the Island Council.

Support the Administrator by taking on ad hoc tasks and projects as required. Assist in any crisis management, and covering his/her leave absences.

**Note:**

This job description is intended only as a guide to the duties involved and may be modified to meet changing needs. The post holder(s) will be expected to be flexible in their role and responsibilities to respond to emerging needs.