



## TERMS OF REFERENCE

### Divisional Director Finance

<b>POSITION:</b>	Divisional Director Finance	<b>DATE:</b>
<b>DEPARTMENT/SECTION:</b>	Office of the Divisional Director Finance	<b>LOCATION:</b> Main Street
<b>SUPERVISOR'S JOB TITLE:</b>	Deputy Chief Executive Officer – Support Services	
<b>JOB SUMMARY:</b> Plan, direct, and organise financial planning, analysis, and reporting.		
<b>ACCOUNTABILITY FOR:</b> Oversee the completion and maintenance of all financial records and reports, to ensure the financial viability of the organization and the day to day supervision of data entry for the Accounting function for the organization.  Develop and implement financial policies and procedures		
<b>ACCOUNTABLE TO:</b> Deputy Chief Executive Officer – Support Services		
<b>POSITIONS SUPERVISED:</b> <ol style="list-style-type: none"> <li>1. Chief Accountant –Financial and Management Accounting</li> <li>2. Supply Chain Management</li> <li>3. Fixed Assets and Project Accounting</li> </ol>		
<b>ENVIRONMENT:</b> <ul style="list-style-type: none"> <li>▪ Managing multiple projects at same time</li> <li>▪ Managing complex assignments</li> <li>▪ Demanding timelines</li> <li>▪ Conflict management</li> <li>▪ Managing stakeholder expectations</li> <li>▪ Periodic travel to various local, regional and international location</li> </ul>		

<b>KEY CONTACTS:</b>	<b>Internal</b> 1. Chairman and Directors 2. Corporate Secretary 3. Chief Executive Officer 4. Divisional Directors 5. Department /Unit Heads	<b>External</b> 1. Minister of Public Works 2. Minister of Finance 3. Public Utilities Commission (PUC) 4. Guyana Energy agency (GEA) 5. Government Electrical Inspectorate (GEI) 6. Diplomatic Missions 7. Research Organisations 8. Trade and Business Organisations 9. Technical Consultants 10. International Funding Agencies 11. Relevant Regional and General Public 12. International Bodies 13. General Public
<b>MAJOR ACTIVITIES:</b>	1. Plan, organize, direct, control and evaluate the operation of the Finance Division 2. Develop and implement the financial policies, systems and procedures of the company 3. Prepare or co-ordinate the preparation of financial statements, summaries, and other cost-benefit analyses and financial management reports 4. Ensure that accounting and financial information systems provide a comprehensive, consistent and accurate record of the company's financial transaction 5. Ensure that the financial systems are prepared on a timely basis, meet the requirements of the law and Financial Reporting Standards 6. Co-ordinate the financial planning and budget process, and analyze and correct estimates 7. Ensure that there are consistent and rigorous processes for constructing and monitoring capital and revenue budgets and that they support the company's strategic objectives and policies 8. Ensure that budgets are aligned with managerial responsibilities and support the Company's strategic plans 9. Ensure that there are sound medium and long-term financial plans for both revenue and capital and that these are subject to regular review to confirm to the continuing relevance of assumptions used 10. Evaluate financial reporting systems and accounting procedures and make recommendations for changes to procedures, operating systems, budgets and other financial control functions to senior managers and other department or regional managers 11. Advise on corporate risk profiling and management, including safeguarding assets, risk avoidance and insurance 12. Ensure there are sound asset management plans	

	<ol style="list-style-type: none"> <li>13. Develop, implement and monitor an appropriate control environment and effective internal controls that provide reasonable assurance of effective and efficient operations, internal financial controls and compliance with laws and regulations</li> <li>14. Ensure that the company maintains a prudential financial framework; keeps its commitments in balance with available resources; monitors income and expenditure levels to ensure that this balance is maintained and takes corrective action when necessary</li> <li>15. Ensure that procurement is done consistent with procedures and all actions which relate to the Contracts &amp; Supplies Manager under the Procurement Procedures are executed.</li> <li>16. Ensure the system for tracking Requests for Purchase (RFP) and the feedback mechanism for user Departments functions as it should</li> <li>17. Maintain the inventory at optimum levels in consultation with user Departments and availability of finance</li> <li>18. Develop and implement the annual procurement plan and cause same to be published on GPL's website</li> <li>19. Cause all contracts above US\$100,000 to be published on GPL's website</li> <li>20. Recruit, organize, train and manage staff</li> <li>21. Exercise leadership by conducting himself in accordance with high standards of personal and professional behavior</li> <li>22. Act as liaison between the organization and its shareholders and external parties</li> <li>23. Ensure that financial and performance information provided to external auditors and inspectors is accurate, clear, relevant, robust and objective</li> <li>24. Notify and report to senior management concerning any trends that are critical to the organization's financial performance.</li> </ol> <p><u>Other</u></p> <ol style="list-style-type: none"> <li>1. Work on organisational project teams to offer technical advice and ideas</li> <li>2. Represent GPL Inc. at public events, conferences or meetings during and after working hours as needed</li> <li>3. Any other duties as deemed necessary to assist in achieving the objectives of the company</li> </ol>

<b>QUALIFICATION REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Master’s Degree in Finance, Accounting, or related field</li> <li>2. ACCA or other relevant professional qualification</li> <li>3. Post Graduate qualification in Project Management, Economics, Business Management, International Relations, or related discipline would be an asset</li> <li>4. Knowledge of international developments in Power Utility Management would be an asset, Proven experience in financial planning and management, Experience initiating, implementing and managing projects, Knowledge and experience targeting and generating investment opportunities, Experience in administration of projects external to Guyana would be advantageous</li> </ol>
<b>SKILLS:</b>	<ol style="list-style-type: none"> <li>1. Strong management and supervisory skills</li> <li>2. Ability to function in a fast paced environment</li> <li>3. Ability to communicate to a wide range of publics</li> <li>4. Ability to Multi-task</li> <li>5. Analytical, Strategic and conceptual thinker</li> </ol>
<b>CORE COMPETENCIES:</b>	<ol style="list-style-type: none"> <li>1. High level of organizational skills</li> <li>2. High level of negotiating skills</li> <li>3. Excellent written and verbal communication skills</li> <li>4. Project Management.</li> <li>5. Problem Solving and Analytical Skills.</li> <li>6. Time Management – ability to meet deadlines.</li> <li>7. Computer literacy.</li> <li>8. The ability to handle multiple tasks simultaneously and balance competing priorities</li> <li>9. Be conversant with the FACTORIES ACT CHAPTER 95:02, OCCUPATIONAL SAFETY AND HEALTH ACT CHAPTER No 32 OF 1997, ELECTRICITY SECTOR REFORM ACT CHAPTER 57:01 OF 1999, ENVIRONMENTAL PROTECTION ACT NO 11 OF 1996 of the laws of Guyana, and the Guyana Power &amp; Light License which include the STANDARD TERMS AND CONDITIONS FOR ELECTRIC SERVICES</li> </ol>