



# WE'RE HIRING!

**APPLY  
NOW**

**Job Title:** Financial Manager

**Location:** Providenciales, Turks and Caicos Islands

**Employment Type:** Full-Time

**Reports to:** Director

**Application Deadline:** September 20th 2024

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details

**JOIN OUR TEAM**



## HOW TO APPLY:

Interested candidates are invited to submit their resume, cover letter, and references to [kabathasmith@hrc.tc](mailto:kabathasmith@hrc.tc) by September 20th 2024. Please include "Financial Manager Application - [Your Name]" in the subject line.



(649) 941-5343



[kabathasmith@hrc.tc](mailto:kabathasmith@hrc.tc)



[www.humanrightscommission.tc/](http://www.humanrightscommission.tc/)



# APPLICATION DETAILS

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## ABOUT US:

The Turks and Caicos Human Rights Commission is an organization dedicated to promoting and protecting human rights. We work tirelessly to ensure justice, equality, and dignity for all individuals. Our team is committed to making a difference, and we seek a Financial Manager who shares our passion for human rights to oversee and enhance our financial operations.

## POSITION OVERVIEW:

The Financial Manager will be responsible for the financial health of the organization, ensuring that financial operations are conducted efficiently and transparently. This role involves strategic financial planning, budgeting, financial reporting, and ensuring compliance with relevant financial regulations. The Financial Manager will play a critical role in supporting the Commission's mission by managing resources effectively to maximize impact.

## DUTIES & RESPONSIBILITIES:

- Develop and implement financial strategies to support the Commission'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 Director.
- Oversee the preparation of monthly, quarterly, and annual financial reports.
- 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 Commission'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.
- Manage the recruitment process, including posting job vacancies, screening applications, and coordinating interviews.
- Manage employee records, including contracts, payroll, benefits, and leave balances.



# APPLICATION DETAILS

## QUALIFICATIONS & COMPETENCIES:

- Bachelor's degree in Management, Finance, Economics, Accounting, or a related field.
- Minimum of 5 years of experience in financial management
- Experience with budgets and reporting.
- Strong knowledge of financial regulations, accounting principles, and best practices.
- Excellent analytical and problem-solving skills.
- 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.
- Commitment to human rights and social justice.
- 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

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The Turks and Caicos Human Rights Commission is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

*This job description outlines the general nature and key responsibilities of the role but is not exhaustive. The Human Rights Commission reserves the right to modify job duties and responsibilities as necessary.*