Post: TDC Finance Officer

Purpose of Job

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

Taking the island’s Strategic Sustainable Development Plan as the starting point, to implement initiatives and financial reforms to increase long term Community/Government effectiveness.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested.

Scope of Job

- Support the setting of strategic direction, planning and allocation of work for Finance Department/TDC Government, maximise the output from these sections to meet the deadlines set.
- To provide technical accounting support in the production of the financial statements and deal with all accounting/audit queries.
- Assist with the preparation of TDC's annual management accounts within agreed deadlines.
- Continuous improvement of accounting systems across Tristan da Cunha:
  - Understand, implement and review accounting policies.
  - Development of changes to processes and systems to make full use of an accruals basis of accounting, such as tracking orders.
- Support the preparation and production of all Government Annual Financial Accounts including:
  - TDC Government (both 'entity accounts' and consolidated accounts showing the financial position and performance of the public sector as a whole).
  - Currency Funds
  - All MOUs
- Supporting the regulatory returns to DFID/EDF ensuring they are prepared, audited and submitted in accordance with the terms of the relevant Memoranda of Understanding.
- Prepare Remittances of funds between TDC and UK/RSA.
- Assist the Head of Finance with budget preparation, by preparing elements of the budgets and working directly with Officers within Directorates.
- Manage the day to day operation of the Central Asset Register.
- Implement changes to TDCs pension arrangements as appropriate.
- Provide advice and support to directorates on pension matters when necessary and respond appropriately to a variety of general enquiries and correspondence from employees, relating to Pensions and gratuities.
- Calculating pension forecasts and preparing statements.
- Assist with any Currency Fund transactions from the Bank room.
- Oversee maintenance of Payroll System which includes problem solving, upgrades to software.
- Establish and maintain appropriate internal control monitoring to ensure directorates adherence to applicable financial procedures and regulations for all payments and receipts and other transactions.
- Collate relevant information such as budgets, expenditure and income data that will result in the formulation of various policy documents for the Administrator and Head of Finance.
- Cover all the duties of the Head of Finance in the absence of the post-holder when necessary.
- Lead on refining and implementing a wide package of Government reforms, some of which will be locally sensitive.
- He/she will need to work closely with the Administrator, Head of Finance, the Island Council and other stakeholders to ensure that reforms are suitable to Tristan and gain the acceptance of the community.

**Main Tasks**

- Day-to-Day providing 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.
- Manage all TDC Government accounts – providing monthly updates to Administrator on account holdings.
- Assist Finance Department with carrying out the admin elements of examining and verify Pension Benefits for those coming up to retirement (or in other circumstances where appropriate) for accuracy and compliance with the Pensions Ordinance.
- Maintain pensioner’s records to include dealing with updates such as pension increases etc.
- Assist and support with Island Store stock-take, provisions and procurement
- Modernise Island Store and TDC Government stocktaking
- Modernise TDC Government accounting system – online/accruals process
- Overall management of the Payroll Section ensuring compliance with established guidelines.
- Help Heads of Department link their ideas to high-level SSDP objectives.
- Provide training (either formal or ‘on the job’ as appropriate) as well as identifying appropriate training for the Finance Department and other Government Departments.
- Impart project management skills through ‘hands on’ mentoring on specific tasks
- Develop and implement change management programmes
- Review salary structures and take overall scrutiny of TDC Government pay and wages
- Liaise with UK/SA Government and other International external stakeholders as required.
- Manage financial relationship with commercial fishing partners (Ovenstone) as well as shipping agents such as TBM
- Manage procurement processes for TDC Government
- Support the Administrator by taking on ad hoc tasks and projects as required. Assist in any crisis management, and covering his leave absences