

## Job Description

Post Code	Title of the post	Number of Post
MM11-FM-2	Manager (Financial Operations)	1

### Job Description

<b>Title of Post</b>	:	Manager (Financial Operations)
<b>Code</b>	:	MM11-FM-2
<b>Category</b>	:	Manager
<b>Level</b>	:	OS-4 (2)
<b>Salary Scale</b>	:	MM 1-1
<b>Reporting to</b>	:	Head of Section
<b>Status of the Post</b>	:	Permanent
<b>Exercise of powers</b>	:	As specified in the Delegation of Authority issued by the DGCA

**Main Job Purpose:**

To ensure in close liaison with the Head of Section that the CAA maintains financial management, cost accounting and procurement services for the effective discharge of CAA's legitimate duties, functions and responsibilities.

**General Information:**

This position requires fulltime work during office hours in week days in office environment and also work beyond the normal working hours in both weekdays and weekends and public holidays as and when necessary. The Manager may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Manager shall invariably attend to the training events offered by the organization and achieve the required competency standards being determined by the DGCA and CEO.

**Nature and Scope of Duties:**

Duties and functions assigned to the post include but not limited to following;

In close coordination with the Head of Section, discharging the following duties, functions and responsibilities:

1. reviewing the existing legal framework relating to the CAA fund and revenues periodically to ensure that it is adequate and effective enough to satisfy discharge the CAA functions effectively;
2. reviewing the Financial Regulations of the CAA periodically to ensure their adequacy for the efficient operation of the CAA activities with due regard to the productivity and thrifty;
3. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the Section of the CAASL to which the officer is attached. This includes but not limited to assisting the senior management in all such management functions of the section as determination of the logistics for the Section, attending to day to day duties and functions, planning, designing, implementation of the annual work plans, programmes and budgeting, data collection, storage, processing, retrieval, disseminations and report writing etc.;
4. determination of manpower requirements in ongoing basis for the effective discharge of the Section to which the officer is attached and make recommendations for suitable adjustments;

5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the relevant sections of the CAASL for their consistent implementation. This includes but not limited to updating the applicable sections in the CAASL Master Training Plan, Development of Annual Training Plans and Annual Training Programmes, conduct of necessary in-house or outdoor training, workshops, seminars etc. for the enhancement of knowledge and awareness of the relevant CAASL staff and industry partners, as and when required;
6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Section to which the officer is attached and review and update the existing material in an ongoing basis. This includes the updating of the applicable portions of the CAA citizen's charter, office manual, official website and sectional library;
7. Maintains the CAA's financial management, cost accounting and procurement systems which includes the following
  - a. Prepare and create financial accounts;
  - b. Keeping and maintaining financial reports;
  - c. Preparing and planning internal financial information;
  - d. Analyzing current financial performance;
  - e. Paying the creditors';
  - f. Payment of wages and salaries to employees;
8. Managing the accounting and recording of CAA's property and equipment;
9. Ensuring the adequacy of CAA's internal controls;
10. Ensure performance goals are accurately documented and reported in the CAA Annual Report and other financial statements;
11. Maintaining the CAA Master Inventory;

Head of Section or Head of Division may further elaborate and issue in writing the nature and scope of the work to be done by the incumbent within the frame work of this Job Description.

The incumbent is bound to perform other official duty as may be assigned by the superiors and/or the Chief Executive Officer from time to time.

Director-General of Civil Aviation and Chief Executive Officer.