

Job Description

Post Code	Title of the post	Number of Post
HM11-D10	Director (Finance and Revenue Management)	1

Job Description

Title of Post	:	Director (Finance and Revenue Management)
Code	:	HM11-D10
Category	:	Senior Manager
Level	:	OS-3
Salary Scale	:	HM 1-1
Reporting to	:	Head of Division
Status of the Post	:	Permanent
Exercise of powers	:	As specified in the Delegation of Authority issued by the DGCA

Main Job Purpose:

To assist the CEO in the management of the CAA's finances to achieve agreed performance standards and goals and high corporate governance requirements expected by the CAA, through development and effective implementation of sound budgetary and accounting policies and procedures in all area of finance/ accounting.

General Information:

This is a full -time, senior executive position that requires extensive management administrative and technical skills to provide analytical support to Chief Executive Officer and Members of the CAA for the effective management of the CAA's budget. The incumbent shall analyze data and draw conclusions; accurately and thoroughly maintain a wide variety of records; prepare clear, concise, comprehensive and accurate reports; understand, interpret and apply complex government's regulations or procedures; learn and effectively use accounting systems to store and retrieve data; clearly communicate orally and in writing with all levels of departmental staff; provide accurate information and elicit cooperative working relationships; prepare complex financial statements, reports and analyses; examine, verify and prepare financial information; learn and apply State's laws, ordinances and regulations to accounting and auditing work; make sound decisions and recommendations consistent with essential functions.

Nature and Scope of Duties:

1. To assist the Chief Executive Officer for the effective and efficient management of CAA financial resources for the optimum productivity. This will include but not limited to the followings;
2. Ensure accuracy of the journal entries, account work papers, bank reconciliation, reports for programs, schedules, charts, complex spreadsheets, and database work papers in the performance of complex accounting, budget, and financial analysis work.
3. Ensure implementation of effective budgeting and accounting systems, accounting policies, and procedures and information storage and retrieval systems, working with other CAA program staff as necessary.
4. Ensure accuracy of the financial summary and detailed reports, internal / external reports, mandated reports, program budgets, , documents, studies,

5. Maintain proper accounts and charges, coding, and compliance, implementing corrections and fund transfers, resolving discrepancies as necessary.
6. Monitor a wide variety of routine and specialized State, program budgets, and/or financial reports on a regular, monthly, interim, and/or annual basis.
7. Ensure the accuracy of general ledger, accounting details, revenues, expenditures, accounting/budget/financial reports, ensuring proper amounts, receipt, and classification, processing documents for input, and/or posting year end deferred revenue and accounts receivable as necessary.
8. Ensure compliance with fiscal policies, budget formulas, guidelines, internal fiscal controls, and applicable State regulations, codes, rules, ordinances, and/or statutes
9. Provide strategic direction, and advices to the Staff attached to Finance Division, and consultation to, and participate in training for CAA program managers, and staff regarding accounting/attendance/budget/financial matters, budget preparation, revision and reporting, accounting corrections, appropriateness of transactions, and/or automated accounting/financial systems.
10. Ensure timely collection all revenues due to CAA in time.
11. Ensure CAA staff emoluments other payments are made as per the CAA rules and settlement of CAA's annual subscription to international organizations in time.
12. Keep the CEO constantly informed about the financial status, income vs expenditures
13. Establish required liaison with State, and other local agencies regarding the dissemination of tax revenue, interest allocations, revenue anticipation notes, bonds, and outside investments.
14. Ensure availability of fund balance projections and/or year-end budget closing and journal entries, monitoring and reporting on the status of revenues and balances, and/or bringing ending balances forward to the next fiscal year.
15. Make arrangements for purchasing equipment, facilities or services needed for sites and programs of the CAA, maintaining ledgers, receiving items, verifying invoices and monitoring/maintaining contracts.
16. Participate in contract development for staff and services, providing bid specifications to Purchasing Services, securing and scheduling service contractors, and/or monitoring, reviewing, and/or overseeing contract compliance and services
17. Ensure availability of internal accounting information systems, microcomputer hardware and software, including word processing, spreadsheets, and others, maintaining and creating spreadsheets as needed
18. Ensure operation of a complete, accurate and up-to-date database and networking systems in accordance with funding needs, program mandates, and reporting requirements
19. Ensure all revenues due for the CAA are collected in time and CAA financial recourses are well managed without any waste.
20. Ensure effective management of Stores supporting the stationary and other office requirements of the Divisions/ Sections of the CAA.
21. Ensure that a complete, accurate and up-to-date inventory is maintained about the CAA's properties
22. Ensure that the CAA properties, which cannot be used, further effectively and efficiently are discarded through appropriate methods approved by the CAA.

23. Develop and implement training programmes for the staff attached to the Finance Management Section.
24. Perform overall management of the Finance Management Division of better productivity and optimum thrift.
25. Represent the Finance Management Division of the CAA at all internal and external meetings as and when required.
26. Issue and update the Job Descriptions of all staff attached to the Division with the approval of the CEO.
27. Conduct Performance Evaluations of the officers being supervised, as required by the CAA.
28. Develop, implement and update Office Procedures being performed or to be performed by the incumbent.
29. Update information/data in the CAA's website in respect of the subject matter that comes under the purview of the incumbent.
30. Preparing quarterly, bi-annual or annual reports containing the progress made in respect of the work performed by the incumbent.
31. Development and updating the Financial Procedure Manual for CAA and ensure that the Staff conforms to the requirements laid down therein in the performance of their duties and functions.
32. Prepare an Annual Budget Plan for the fiscal year in liaison with other Divisions of the CAA.
33. Prepare the Final Accounts of the CAA at the end of each year.
34. Perform any other duty or function that may be assigned by the superiors.

Director-General of Civil Aviation and Chief Executive Officer.