



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** SENIOR FINANCE OFFICER (SUB/TREASURY)

**MINISTRY:** FINANCE, INVESTMENT AND TRADE

**DEPARTMENT:** FINANCIAL SERVICES AND SUPPLIES MANAGEMENT

**LOCATION:** PROVIDENCIALES

### **JOB SUMMARY:**

The incumbent will be responsible for overseeing the daily operations of the cashiers within the Providenciales Sub-Treasury, ensuring accuracy in financial transactions, compliance with financial regulations, and timely reporting. This role involves supervising and mentoring the cashiering team, ensuring proper cash handling, conducting reconciliations, and preparing reports for month-end closing.

### **KEY DUTIES AND RESPONSIBILITIES:**

#### **1. Cash Handling & End-of-Day Balancing**

- Supervise daily cash handling activities to ensure accuracy and accountability.
- Oversee end-of-day balancing of cash, cheques, and other payment methods, ensuring all discrepancies are promptly investigated and resolved.
- Ensure all deposits are accurately prepared and securely transferred to the bank.
- Verify and approve daily cash reconciliations performed by cashiers.
- Assist at the teller station when there is a cashier shortage or high transaction volumes.

#### **2. Month-End Reporting & Reconciliation**

- Prepare and review month-end reports, ensuring accuracy and completeness before submission.
- Ensure timely submission of financial reports to senior management.

#### **3. Team Supervision & Performance Management**

- Supervise the team of cashiers, ensuring adherence to financial policies and procedures.
- Conduct performance appraisals, set objectives, and provide continuous feedback.
- Address and resolve any operational or staff-related issues in a timely and professional manner.

#### **4. Mentoring & Coaching**

- Provide on-the-job training and mentoring to cashiers to enhance their efficiency and accuracy.





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- Ensure staff are well-versed in financial procedures, fraud prevention, and customer service standards.
- Foster a positive and professional working environment to promote teamwork and motivation.

## 5. Compliance & Security

- Ensure all cashiering activities comply with internal controls, financial policies, and regulatory requirements.
- Monitor for potential fraudulent activities and report any concerns to management.
- Assist with internal and external audit queries by providing necessary documentation and explanations.
- Ensure proper safekeeping and security of all financial transactions and documentation.

## 6. Customer Service & Issue Resolution

- Address escalated customer inquiries and disputes in a professional and efficient manner.
- Step in to resolve transaction discrepancies or customer issues in real time.
- Ensure cashiers provide high-quality customer service while handling transactions.

## 7. Other Duties

- Assist with process improvements, and policy development as needed.
- Perform any other duties as assigned by the supervisor to support the Treasury's operations.

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- **Education and Experience:** Bachelor's degree in Accounting, Finance, Business Administration, or a related field OR A minimum of 5 years of experience in a cashiering, treasury, or financial supervisory role in a financial institution.
- **Skills & Competencies:**
  - Strong leadership and supervisory skills.
  - Excellent attention to detail and problem-solving abilities.
  - Proficiency in financial software and cash management systems.
  - Strong communication and interpersonal skills.
  - Ability to work under pressure and meet deadlines.

### **SALARY: Grade 7.1- \$54,670.00 per annum**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status





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Card (where applicable). Shortlisted candidates must submit a Police Certificate.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

