



**JOB DESCRIPTION/EMPLOYEE SPECIFICATION**

**COMPANY:** BAHAMIAN BREWERY & BEVERAGE CO LTD  
T/A JIMMY'S WINES & SPIRITS

**JOB TITLE:** FINANCE MANAGER

**DEPARTMENT:** FINANCE DEPARTMENT

**REPORTS TO:** CEO

**LOCATION:** THE BAHAMAS – NASSAU OR GRAND BAHAMA

**APPLICATION DEADLINE** SEPTEMBER 15, 2024 to [geoffandrews0820@gmail.com](mailto:geoffandrews0820@gmail.com)

**FUNCTIONAL ASSIGNMENT:**

The incumbent is required to be a part of the Finance Department and will be involved in the preparation, development, analysis, and treatment of internal and external financial accounting and reporting, strategies (in smaller companies where no management accounting team exists), and decision making to the CEO. A Finance Manager also ensures that the company conforms with the IFRS, IAS, internal policy, and the laws implemented by the Government related to taxes and financial transactions. and manages the team delivery with respect to financial reporting deadlines.

**GENERAL DUTIES:**

**Financial Accounting/Statutory Reporting**

- Provide leadership, direction, and management of the internal control environment and accounting team.
- Provide timely and accurate financial reporting, budget, financial trends and forecasts that will assist management in making critical business decisions.
- Review all month-end closing activities, including general ledger accounts, balance sheet accounts reconciliation, and overhead cost allocation.
- Manage the Accounts Payable and Accounts Receivable of the company.
- Ensure adequate internal control around inventory management and counts.
- Ensure proper control of Fixed Assets and Fixed Asset register.
- Responsible for all cash flow management systems.
- Manages and controls all foreign exchange allocations of the company and all foreign bank accounts.
- Preparation of the company's financial statements with no audit adjustment.
- Prepares and submits the scope of the audit and financial conditions found and to recommend improvements in accounting procedures.
- Advises the company on accounting problems and its legal obligations concerning taxes and financial status.

- Prepare all tax returns for the company with 100 percent accuracy and pay prior to the deadlines with zero interest and penalty.
- Responsible for all tax advisory (liaising with Expert Advisory and the execution of said advice) and compliance with any other regulatory parties.

#### **Management Accounting**

- Create and establish yearly financial objectives that align with the company's plan for growth and expansion.
- Deliver agreed cost-saving initiatives annually as per objectives.
- Advises the company on financial problems, management accountancy, administration, and organization.
- Prepare annual budgets, latest estimates, and monthly forecast as required (in smaller companies where no Management accounting team exists).
- Prepare updated costings for all products being sold by BBB.

#### **Corporate Governance**

- Prepare/ update all internal policies on matters that are relevant to finance function, guided at a minimum by the financial statements.
- Manage Governance. Responsible for ensuring Governance and reporting on non-compliance with policies. Meet all reporting deadlines internal and external with 100 percent accuracy.
- Manage and mitigate fraud risk within the business with zero tolerance on financial statement risk.

#### **Internal/ External relationships**

- Required to liaise with senior managers, accounts staff, and other members of the team.
- Required to liaise with both local and foreign financial institutions, Auditors, Tax authorities, and other Governmental Agencies.

#### **Other**

- Performs any other related duties as directed by the MD/GM or CFO.

#### **EDUCATION AND EXPERIENCE:**

- ACCA or equivalent qualification.
- MBA or Graduate Degree will be an asset.
- A registered member of the Institute of Chartered Accountants of Bahamas or equivalent
- Three (3) to five (5) years of practical experience at a major audit firm.
- Five (5) to ten (10) years of practical experience at a management level in the Finance Department.
- Equivalent combination of education and experience.

#### **BUSINESS/TECHNICAL SKILLS:**

- Strong knowledge of Microsoft Office, including Word, Excel, PowerPoint, Visio and Outlook

**CORE COMPETENCIES:**

- ANALYTICAL THINKING – The ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues.
- ATTENTION TO DETAIL - Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work or information and plans and organizes time and resources efficiently.
- COLLABORATION/TEAMWORK - Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.
- COMMUNICATION: OPEN - Creates an atmosphere in which timely and high-quality information flows smoothly up and down, inside, and outside; encourages open expression of ideas and opinions.
- DRIVE FOR RESULTS - Demonstrates concern for achieving or surpassing results against an internal or external standard of excellence.
- INITIATIVE - Does more than is required or expected in the job; does things that no one has requested that will improve or enhance products and services, avoid problems, or develop entrepreneurial opportunities.
- MULTITASKING – Simultaneous effective execution of multiple tasks within a specified time frame.
- PLANNING & ORGANIZING/TIME MANAGEMENT - Establishes a systematic course of action for self or others to ensure accomplishment of a specific objective. Sets priorities, goals, and timetables to achieve maximum productivity.
- STRATEGIC PERSPECTIVE - Emphasizes the broader, longer-term vision and values of the organization as a means of guiding decisions and actions.
- TECHNICAL EXPERTISE - Applies and improves extensive or in-depth specialized knowledge, skills, and judgment to accomplish a result or to accomplish one's job effectively.

*This document is intended to reflect those factors considered to describe the principal functions of the position identified above. It should not be construed as a detailed all-inclusive description of the tasks and work requirements that are inherent in the job. This document will be revised periodically to ensure its relevance to the company's operating environment.*