



THE QUEEN ELIZABETH HOSPITAL

JOB DESCRIPTION

JOB TITLE:	Executive Director Financial Services
SALARY SCALE:	Contract
DEPARTMENT:	Financial Services Department
REPORTS TO:	Chief Executive Officer
DIRECT REPORTS:	Executive Secretary/Secretary, Deputy Director Financial Services, Procurement Manager, Philanthropy Officer

JOB SUMMARY

Responsible for directing and coordinating the financial and management accounting, internal controls, financial and statistical reporting, budget maintenance, audit process coordination, procurement functions, and philanthropy and donor stewardship activities of the organisation.

Oversees and provides assistance, advice, and guidance to staff and various departments on programmes, procurement activities, fundraising initiatives, donor engagement, and services as required.

Develops long- and short-term objectives to carry the hospital through each accounting cycle, procurement planning cycle, and philanthropic initiatives in accordance with established policies and strategic plans.

Provides strategic oversight and leadership of the Procurement Department to ensure efficient, compliant, and cost-effective acquisition of goods, services, and works in support of operational and organisational objectives.

Leads and supports philanthropy and donor stewardship efforts, including cultivating and maintaining relationships with donors, strengthening engagement strategies, promoting sustainable fundraising initiatives, and ensuring accountability and recognition practices that support long-term donor confidence and organisational growth.

Develops robust partnerships internally and externally with key stakeholders, strengthens donor and stakeholder relationships, and identifies opportunities to establish new strategic partnerships.

DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as an illustration of the various types of work that may be performed:

Financial Accounting and Reporting

1. Develop and maintain timely and accurate financial statements and reports that are appropriate for the use of management in accordance with generally accepted accounting principles (GAAP);
2. Ensure that all senior staff receives appropriate information and advice in order to perform their responsibilities including training in budgeting, working with financial information and compliance with financial regulations;
3. Develop, implement, and ensure compliance with internal financial and accounting policies and procedures;
4. Ensure that all statutory requirements of the Hospital are met including Charitable Status, Income Tax, and, Employer contributions;

5. Prepare all supporting information for the annual audit and liaise with the Board's Audit Committee and the external auditors as necessary;
6. Document and maintain complete and accurate supporting information for all financial transactions;
7. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
8. Review monthly results and implement monthly variance reporting;
9. Manage the cash flow and prepare cash flow forecasts in accordance with policy;
10. Oversee the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll;
11. Develop and implement policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation;
12. Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate;
13. Liaise with the Finance Committee and/or Audit Committee as appropriate;
14. Assist the Executive Chairman with financial reporting as required at Board and ministerial Meetings;

Quality Controls

15. Undertake regular checks with other officers as appropriate to ensure that there is compliance with financial regulations and professional accounting standards are taking place and to work with senior finance officers and internal audit where noncompliance and weak controls are identified;

16. Promote the adherence to the financial control environment, specifically, financial legislation, instructions and the Financial Rules and Regulations;
17. Participate in the Hospital's continuous Quality Improvement programmes;
18. Promote sound financial management and support financial best practice;
19. Ensure implementation of Auditor Report recommendations;
20. Research changes in legislation affecting financial services, and arrange for the implementation of changes in procedures or systems as appropriate;
21. Design and implement internal accounting, audit and management programme to enhance security and control over assets in adherence to financial policies and procedures;

Payroll Preparation and Administration

22. Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner;
23. Ensures that employee deduction and benefits remittances plans are processed and submitted to third parties in a timely manner;
24. Ensures that the annual Tax Deduction Slips are issued on time;

Budget Preparation

25. Establish guidelines for budget and forecast preparation, and prepare the annual budget in consultation with the Executive Chairman and/or Directors;
26. Assist head of departments and Project Managers with the preparation of budgets for funding applications;

27. Co-ordinate the Hospital's annual closure programme with respect to accounts, ensuring compliance with appropriate accounting policies and regulations;
28. Co-ordinate the Hospital's annual budget programme in consultation with the Directors, Heads of Departments and Services Managers ensuring adherence to the strategic Plan;

Project Management Accounting

29. Maintain financial records for each project in a manner that facilitates management reports;
30. Undertakes specific financial projects or provide support to corporate projects as required;
31. Ensure that accurate and timely financial statements are prepared in accordance with the contract agreements;
32. Provide accurate and timely reporting on the financial activity of individual projects;

Information Technology

33. In consultation with Information Management evaluate the need for new technology to meet the hospital's financial data processing, control, and reporting requirements;
34. Responsible for system improvements to ensure timely and accurate recording of data in the financial systems and to ensure adequate internal controls exist over these systems.
35. Advise on appropriate technology that meets the hospital's information requirements and financial resources;

Risk Management

36. Monitor risk to ensure that policies, procedures and programmes are in place to minimized risk;
37. Advise the hospital management on appropriate insurance coverage to minimize risk;
38. Maximize income where possible and appropriate;
39. Negotiate with Bank for lines of credit or other financial services as required and appropriate;

Office Administration

40. Oversee and supervise the administrative function of the department including allocation of duties to staff, setting performance targets and performance management;
41. Lead the finance team and take responsibility for all finance functions of the hospital procedures and direction;
42. Provide supervision and ensure that individual staff performance appraisals are prepared according to hospital's policy;
43. Maintain a consultative relationship with Head of Departments to provide financial information and statistical reports on their areas of responsibilities;
44. Assist in the preparation of the annual business plan for the Hospital;
45. Oversee the management of all leases, contracts and other financial commitments;
46. Monitor all legislation relevant to the hospital to ensure that the organization is compliant;

Procurement Management

47. Provide executive leadership and oversight of the Procurement Department, ensuring that all goods, services, and capital equipment are

- acquired cost-effectively, ethically, and in compliance with public procurement legislation;
48. Ensure the development and implementation of procurement policies, procedures, and systems to promote transparency, efficiency, and value for money;
 49. Ensure that all procurement activities comply with local regulations, hospital policies, and best practices;
 50. Monitor procurement plans and contracts, ensuring alignment with organizational priorities and funding constraints;
 51. Engage with suppliers, contractors, and other stakeholders to establish strong, accountable relationships;
 52. Ensure procurement staff are trained and adhere to ethical and legal standards of public procurement;
 53. Implements procedures to ensures that the procurement department works with the Finance Department to manage procurement budgets, ensuring cost-effective purchases and adherence to budget constraints;

Philanthropy and Donor Stewardship

54. Oversees the Hospital's philanthropic efforts to ensure financial stewardship of donations, endowments, and grant funding in compliance with donor intent and applicable regulations;
55. Ensures that financial tracking and reporting mechanisms are established for all philanthropic funds, ensuring transparency and accountability to donors and stakeholders;
56. Prepares and delivers accurate financial reports to donors, foundations, and philanthropic partners, including reporting on restricted and unrestricted gifts;

57. Ensures all donations are receipted and recorded appropriately in accordance with accounting standards, charitable regulations, and internal policies;
58. Advises the philanthropy on financial planning, gift structuring, and investment strategies to support long-term sustainability of philanthropic funds;
59. Coordinates audits and compliance reviews related to grant funding and philanthropic contributions to ensure continued eligibility and good standing with donors;
60. Monitors and assesses risks related to philanthropy revenue streams and make recommendations for financial controls and improvements;
61. Supports donor engagement by participating in financial briefings, presentations, and stewardship events as required by Management;

General

62. Conducts all of the above consistent with established ideals, standards and policies of the corporation and the ethics of the profession of hospital administration.
63. Keeps abreast of new technologies and trends in the health care industry to inform decision-making and strategic planning;
64. Observes health and safety protocols in the execution of duties;
65. Using customer service skills establishes and maintains effective working relationships with other employees, officials and members of the general public.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of regulations governing health services funding and reporting systems.

2. Demonstrates an analytical and conceptual abilities supported by strong financial accounting skill is required
3. Demonstrated abilities to assist and advise management staff in budget
4. preparation and financial statement interpretation
5. Good physical and mental health to meet the demands of the position
6. Ability to manage and facilitate
7. Ability to build a productive and efficient team-based working environment
8. Ability to communicate effectively verbally and in writing is essential
9. Ability to maintain positive working relationships, both internal and external

REQUIRED TRAITS

- Emotional Intelligence
- Empathy
- Accountability
- Collaboration
- Flexibility and Adaptability
- Initiative
- Dedication
- Dependability
- Integrity
- Co-operation
- Influential

EDUCATION AND EXPERIENCE

A professional qualification in Accounting or Finance, recognized by the Institute of Chartered Accountants of Barbados; and not less than five years' post qualification experience in Accounting or Finance.

SCOPE OF RESPONSIBILITY

Required to provide strategic leadership and oversight to a multidisciplinary team of approximately 50 employees and will be responsible for fostering a high-performance culture that supports operational excellence and organisational objectives.

WORKING CONDITIONS

- Expected to maintain a flexible work schedule to meet operational and strategic objectives. The position requires availability outside of normal business hours, as necessary, to support organisational needs and ensure continuity of service delivery.
- Required to interact with a varied range of individuals, stakeholders and the media.