

# Chief Finance Officer

Office of the Director Operations · Castries, LC

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## CHIEF FINANCE OFFICER (CFO)

### About the OECS

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

### Job Summary

Under the leadership of the Director of Operations, the Chief Finance Officer will be responsible for the implementation and management of all finance activities, including financial accounting and report, forecasting, managing and monitoring internal controls, budgeting and the auditing process.

The successful candidate will act as a business partner to the Director, providing guidance and direction on the organisation's financial health.

A strong relationship leader, you will seek opportunities to develop and maintain strategic relationships and partnerships internally and externally to support the translation of strategy into results.

As a key member of the Management Team, you will be accountable for ensuring the successful implementation of the Commission's overall strategic plan.

The role will be responsible for creating an environment of trust, open communication and innovative thinking in which teams can be developed and engaged.

## **Duties and Responsibilities**

### **Technical**

1. Develop and implement the financial plan approved in collaboration with the Director of Operations.
2. Provide expert advice and recommendations on the organisation's financial health to the Director of Operations, Director General, and the Leadership Team with clear strategies for resolving challenges.
3. Manage the financial forecasting and budget processes and oversee the preparation of all financial reporting.
4. Provide strategic financial input and leadership on the organisation's decision-making issues.
5. Advise on long-term business and financial planning.
6. Develop and implement policies and procedures to meet internal organisation strategy and external regulations.
7. Monitor the financial performance of the Commission by measuring and analysing results and initiate corrective measures where required.
8. Oversee financial operations of overseas missions.
9. Report financial results and risk issues to the Authority, Commissioners and Leadership Team.
10. Identify and mitigate key elements of financial risks to the Commission.

11. Develop organisational prospects by studying global and regional economic trends and revenue opportunities, identifying gaps and areas for improvement.
12. Develop financial strategies to enable the work of the Commission.
13. Develop and maintain meaningful strategic relations with Member States' Financial Secretaries and their Designates to support swift decisions for the Commission.
14. Review, manage and establish new internal controls, operations, processes and financial procedures to ensure the integrity of financial information and reporting.
15. Act as advisor to OECS Pension Plan Trustees in monitoring the plan's financial performance and ensuring compliance with regulators.
16. Perform any other duties assigned to you by the Director of Operations or his Designate.

## **Leadership**

1. Act as a coach and mentor to direct reports and finance employees.
2. Act as a key member of the Management Team.
3. Provide leadership, direction and management of the finance and accounting team.
4. Establish and develop strong relationships with senior management and external partners to drive the needs of the unit and organisation.
5. Develop and lead a high-performing team by acquiring, developing and engaging talent.
6. Build and maintain effective banking relationships to support the organisation's needs.

7. Proactively engage with Directors and Heads of Units to identify opportunities for continuous business improvement.
8. Build effective relationships based on trust and respect with key internal and external stakeholders to efficiently drive the OECS agenda and imperatives as set out in the RTB.
9. Manage Employee Engagement, Succession and workforce planning within your Unit.

## **Experience and Knowledge**

- A minimum of a Professional accounting certification recognized by the *Institute of Chartered Accountants of the Eastern Caribbean* along with 10 years' experience at a senior financial management or controller grade.
- A minimum of 5 years proven experience in a senior leadership position
- Proven experience in managing and developing high performing teams.
- Some knowledge of the operations of key international and regional multi-lateral institutions and development agencies of importance to the OECS.
- A proven track record in developing and implementing financial strategies.
- Ability to challenge and influence at all levels.
- Strong negotiation and decision-making skills.
- Will have a keen understanding of the geopolitical landscape within which the future of the OECS will evolve.
- Solid experience managing multi-stakeholder and/or intergovernmental fora.
- Ability to analyse problems and recommend workable solutions.
- Positive and pragmatic approach to achieving results.

- Excellent written and verbal communication skills across multiple levels

## **Terms of Appointment**

### Job Location

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Chief Finance Officer (CFO) is stationed at the OECS Commission headquarters. All nationals of OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

### Benefits

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme.

The deadline for all submissions is **Friday 2nd February 2024**

**Only applications under consideration will be acknowledged.**

**Apply for This Job**