

# Job Title: Deputy Director, Finance

## INTRODUCTION

The Caribbean Development Bank (CDB or the Bank) is seeking to recruit a national from its member countries to fill the position of Deputy Director, Finance in the Finance and Information Technology Solutions Department (DDFD). The successful candidate will work at CDB's headquarters in St. Michael, Barbados.

## THE DEPARTMENT

The Finance and Information Technology Solutions Department is responsible for (a) the effective planning and management of the financial operations of the Bank, encompassing interactions with the capital markets, responsibility for Treasury functions, the production of monthly, quarterly and annual financial statements and the provision of appropriate financial analyses and reports, (b) the effective management of the Bank's financial systems supporting its internal and external functions and obligations and (c) the development and implementation of the Bank's information technology (IT) strategy and the provision of IT support across the Bank. The Department also interacts with the Board of Directors on Finance and IT matters.

## THE ROLE

Reporting to the Director, Finance and Information Technology Solutions, the DDFD is an integral part of ensuring the effective and efficient operation of the Finance Division. The DDFD provides leadership and management of the staff and functions of the Division and is also accountable for delivering exceptional service to both internal and external clients and partners. The Division is comprised of the General Accounting, Treasury and Loans Units.

The DDFD is accountable for (a) compliance with the Bank's accounting and financial policies and guidelines (b) implementation of financial systems that are sufficient to satisfy the Bank's required reporting, including International Financial Reporting Standards [IFRS] (c) adherence to applicable requirements of the Bank's Charter and (d) financial reports and disclosures that present fairly and in all material respects the financial position of the Bank (e) providing advice and recommendations to senior management on measures for achieving improved efficiencies and effectiveness in financial and operational performance.

## KEY RESPONSIBILITIES

The job will require the DDFD to:

- Execute and enhance, where appropriate, the Bank's financial policies and financial and operational controls.
- Ensure the establishment and maintenance of appropriate financial services standards and maintain the efficiency and economy of operations through optimal organisation, management, and coordination of the Division.
- Provide advice and technical guidance on financial analysis, policies and guidelines and financial management activities.

- Ensure the production and dissemination of complete, timely and accurate financial statements, reports and other submissions to internal and external parties.
- Measure continuously and report on the Bank's performance against its policy ratios and guidelines
- Establish major financial objectives for the Division and the Bank
- Guide the budgeting process and consolidate the Bank's Operational and Capital budgets and related financial statements on an annual or other frequencies as required.
- Develop plans, options and forecasts that will ensure that the Bank the attains its financial and operational needs, as well as promoting efficiency and effectiveness.
- Advise the Director, Finance and Information and Technology Solutions, on desirable operational adjustments due to changes or anticipated changes in the Bank's financial status or operations.
- Effectively lead the staff, ensuring that they are engaged, challenged, developed and able to contribute to the Departments' goals.
- Work with and maintain the relationships with the Bank's External Auditors, Pension actuaries, Fund managers, Commercial and investment Bankers, Brokers, IFIs and other partners as required to ensure that the Bank meet its requirements and objectives.

## **QUALIFICATIONS AND COMPETENCIES**

The DDFD must have highly developed skills in verifying and interpreting financial records and data and sound experience in financial management in the private or public sector. The DDFD must have:

- Demonstrated intellectual leadership and the ability to integrate broad areas of knowledge to operationalise strategies and policies to achieve desired results and influence key decisions.
- The ability to contribute to the review and updating of policies and guidelines concerning prudent financial and operational management and the ability to present concepts and information clearly and persuasively.
- Strong relationship-management skills with a consistent track record of building and leading teams, while creating an enabling work environment and managing the performance of reporting staff, including ensuring their learning and development.
- The ability to provide clear direction
- Demonstrated experience in successfully leading change initiatives
- High ethical standards and an uncompromising sense of integrity.

## **EDUCATION AND EXPERIENCE**

The successful candidate must have:

- A professional accounting qualification such as ACCA, CA, CPA, CIPFA, CMA or CGA. A Master's degree in business or other related field will be an advantage.
- Significant relevant professional experience in accounting, financial and management (operational and strategic) with at least six years' experience in the management of financial management and budgeting systems.
- Sound knowledge of International Financial Reporting Standards (IFRS) and a comprehensive understanding of risk operations within a financial environment.
- In-depth knowledge of capital and financial market related activities.
- Demonstrated experience with financial software and Enterprise Resource Planning (or similar type) solutions.

Knowledge of the policies and procedures appropriate to multilateral development banks would be an advantage.

## COMPETENCIES

### Function-specific Competencies

The DDFD must demonstrate strong proficiency in:

- Formulating strategies and policies that support the Bank achieving its strategic outcomes.
- Identifying and implementing opportunities for improving business performance.
- Analysing issues draw sound inferences and recommend solutions or alternative actions.
- Communicating effectively both orally and in writing to various audiences and at all levels in the Bank.
- Leading, inspiring and empowering teams to achieve business and organisational goals.

### Behavioural Competencies

**Acting as a Champion for Change** – ability to identify problems and opportunities for change, and to implement solutions where appropriate; to maintain effectiveness when experiencing major changes in work tasks or the work environment; and support people in their efforts to try new things.

### Acting Decisively

Moves quickly to make decisions and commits to a clear course of action; comfortable making decisions based on partial information; willing to take risks in order to maintain momentum; shows a strong bias toward action.

**Championing Customer Needs**

Calls attention to issues that impact customer satisfaction; views situations from the perspective of customers; encourages people to think about customers when making decisions and develops and sustains productive customer relationships.

**Developing Talent**

Invests time and resources into building the capabilities of team members; helps people define career goals and establish development plans to achieve them; gives people constructive, developmental feedback and advice.

**Driving for Results**

Bottom-line oriented and pushes self and others to achieve results. Keeps current on project status; makes sure people are aware of project status and what they need to do to keep things moving; redirects project resources and activities to overcome setbacks; elevates project concerns to senior levels of leadership when appropriate.

**Managing Performance**

Clearly defines and communicates roles and responsibilities; holds people accountable for accomplishing objectives; recognises and rewards people who achieve results and deliver on performance expectations; provides effective feedback on performance.

**Managing Risk**

Effectively balances risks and opportunities; thinks through potential positive and negative outcomes; looks for ways to mitigate risks.

**Setting a Strategic Vision**

Identifies and articulates the strategic goals and direction of the company, division, or group; establishes connections between short-term goals and long-term objectives and directions. Communicates the vision throughout the organisation in the form of distinctive strategies, objectives and action plans that maximise competitive advantage. Inspires and motivates entire division(s) or department(s) to adopt the vision.

**TERMS OF APPOINTMENT**

This is a full-time position with the successful candidate being contracted on a two-year basis in the first instance, with the possibility of renewal. The salary is competitive and commensurate with qualifications and experience. A pension plan, life and medical insurances are included in the benefits package.

Before you proceed to apply, please consider the following requirements:

- You must be a national of one of CDB's member countries.
- You will be required to produce evidence of any educational and professional qualifications to support your application if you are selected for an interview.
- All appointments are subject to satisfactory background checks and references.

CDB fully respects the need for confidentiality of information supplied and assures you that your background and interest will not be discussed with anyone including references, without your prior consent.

**The Caribbean Development Bank is an equal opportunity employer and values diversity. We encourage all qualified candidates to apply regardless of their racial, ethnic, religious and cultural background, gender, sexual orientation or disabilities. Women are strongly encouraged to apply.**

**The Bank provides reasonable accommodation to individuals with disabilities who participate in the job application or interview process. Please contact us to request accommodation.**

The deadline for submission of applications **November 12, 2021** at 11:59 pm AST.

