



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Director of Resources

TEAM: Resources

REPORTS TO: Administrator

DIRECT REPORTS: Assistant Director of Resources
Assistant Director Human Resources
Senior Medical Officer
Head Teacher

JOB PURPOSE:

1. To ensure the overall effective financial management of Ascension Island Government (AIG) and the efficient use of resources to support the delivery of the public service.
2. To actively contribute towards the operational and strategic management of AIG as a member of the Senior Leadership Team (SLT).
3. To participate as a member of the Ascension Island Council, including Chair of the Finance Committee, and to discharge all statutory duties as defined by the Constitution.

PRINCIPAL RESPONSIBILITIES:

Strategic Management:

- To contribute to the strategic management of Ascension Island Government, principally by ensuring financial and economic information is available to decision makers, and to highlight all relevant risks and opportunities.
- Actively participate as a member of the SLT in the forward planning and effective daily organisation of AIG activities, including business planning, policy-setting and policy development, financial and resource forecasting and strategic decision making.

Financial Management:

- To ensure the effective overall management and financial control of all operating and capital budgets (Consolidated Fund, Development Fund, Special Funds).
- To maintain oversight of the activities and budgets of AIG directorates and departments and to ensure that AIG complies with legislation (the Financial Management Ordinance) and internal guidance (Financial Regulations, Contract Regulations etc.).
- To review systems of internal control to ensure they are robust and effective, making recommendations for improvement if required.
- Maintain up-to-date records of departmental financial information.

Human Resources Management:

- To lead and manage the following teams which comprise the Resources Directorate :
 - Finance, Travel & Customs
 - Human Resources
 - Education (Two Boats School)
 - Health Services (Hospital, Dental, Social Services)
 - Stores & Accommodation
 - Postal Service
- To liaise with directors and team leaders to ensure staffing levels across AIG are maintained at appropriate level, and resources are deployed efficiently and effectively across the organisation.
- To ensure all AIG teams comply and adhere to AIG HR policies.
- To take overall responsibility for the employee lifecycle (recruitment, on-boarding, performance management, learning & development and termination).
- To effectively manage the performance of teams through regular monitoring, objective-setting and performance reviews, including probationary reviews for new starters.
- To support line managers and team members achieve individual objectives and to ensure appropriate training is provided in order for teams deliver excellent customer service.

Delivery:

- Preparation and production of annual financial statements (in line with FRS 102 as adapted to comply with local legislation), including liaison with external auditors and other stakeholders.
- To lead on preparation of annual AIG budget (circa £8m operating revenue and expenditure and £1-2m capital expenditure), and the presentation of the budget to the Governor, Island Council and other stakeholders.
- To lead on the preparation and presentation of any additional budgetary requests through the use of Supplementary Appropriation Ordinances if and where required.
- Provision of comprehensive financial and economic advice to the Administrator, other AIG directors, elected members of the Island Council and other relevant stakeholders.
- To contribute to the development of government policy and legislation principally through the assessment of the likely financial, economic and risks and opportunities.
- To manage and develop the Ascension Island taxation system as Commissioner of Income Tax, Collector of Property Tax and Collector of Customs.
- To act as trustee of the Ascension Island Gratuity Trust Fund and to authorise withdrawals from the Fund as and when requested by members.

ADDITIONAL RESPONSIBILITIES:

- Participate in the Ascension Island Council as a non-voting ex-officio member
- To chair the Ascension Island Council Finance sub-Committee
- To carry out any other task(s) that may, from time to time, be allocated by the Administrator
- Liaise with heads of other Employing Organisations on the island to ensure collaborative working, and a consistent approach to policy where appropriate

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- Recognised CCAB qualification (or CIMA)
- Evidence of on-going CPD
- Working knowledge of accounting systems
- Sound technical accounting knowledge gained through relevant experience at a senior level across all financial/management accounting areas.
- Proven experience of directly line managing multi-disciplinary teams, including a finance/accounting function
- Proven experience of budget preparation, setting, monitoring and financial forecasting
- Experience of change management and influencing senior stakeholders
- Experience of preparing and presenting financial and management accounts, reports and data to senior stakeholders
- Experience of liaising with auditors
- Experience of staff recruitment, performance management and disciplinary processes
- Proven ability to communicate complex financial information to non-finance audience
- Proven report writing skills
- Excellent ICT skills
- Ability to set targets, motivate and inspire staff
- Ability to prioritise own workload and responsibilities to meet deadlines under pressure
- High levels of personal integrity and resilience

Desirable

- 5+ years post qualification experience in a senior finance role in public sector
- Prior experience as S151 officer in a local authority would be beneficial
- Sufficient exposure to effectively manage core functions beyond a finance team, such as human resources, procurement, facilities and IT.
- Experience gained from working in either a health or education background would be advantageous
- Political awareness of issues facing British Overseas Territories

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

January 2022