

## **Head of Finance**

**Administration - George Town, Cayman Islands**

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The Head of Finance is a member of OfReg's Management Team and is required to play a key role in the strategic planning and management functions for the Office. The post-holder is required to attend and provide requested reports to the Audit Committee of the Board, the Board and any other meeting requested by the Director of Operations. The incumbent will ensure that the Office's assets and financial accounts are maintained-prudently and in accordance with the Office's policies and procedures and in accordance with International Public Sector Accounting Standards (IPSAS) and statutes, the Public Management and Finance Act (PMFA), the Public Authorities Act (PAA), the Utility Regulation and Competition Act (URCA) and other relevant statutes designed to strengthen fiscal prudence and oversight.

### **Primary Responsibilities**

Reporting to the Director of Operations, the Head of Finance will be the principal financial advisor to the Office and will be responsible for providing leadership and strategic advice in the following areas to ensure that the financial objectives of the Office are met within the constraints of the Public Management and Finance Act (PMFA), Public Authorities Act (PAA), and the Utility Regulation and Competition Act:

- **Financial Reporting and Accounting**
- **Strategic Advice and Financial Planning**
- **Budget and Forecasting**
- **Governance and Oversight**
- **Annual Audit**
- **Regulatory Advice and Reviews**

### **Financial Reporting and Accounting**

- **Ensure the timely provision of monthly, quarterly, and annual financial statements in accordance with IPSAS to the Director of Operations, Senior Management and Board of Directors.**
- **Ensure the timely provision of monthly management reports and presentations to the Director of Operations, Senior Management and Board of**
- **Ensure the timely provision of monthly and annual financial reports and presentations to the Cayman Islands**
- **Manage all financial and accounting transactions of OfReg in accordance with established objectives, policies, and**
- **Ensure that all Balance Sheet items are reconciled to the general ledger each**

- Ensure that expenditure and revenue are accurately recorded within the stipulated
- Ensure that the Office's revenue and expenses are accurately allocated to the respective sector in accordance with the URCA and maintain a fixed asset register.

#### **Strategic Advice and Financial Planning**

- Facilitate the preparation of the Office's bi-annual Budget in line with the goals outlined in the approved Strategic Plan and within the stipulated time frame including preparing annual forecasts and additional forecasts during the year as necessary.
- Provide financial advice and specific recommendations to Senior Management and the Board of Directors concerning the development and implementation of financial policies, human resources (HR) policies where applicable, operational policies, and regulatory measures to support OfReg's strategic objectives.
- Ensure that all expenditures are consistent with the agreed detailed budget and the Procurement
- Facilitate the negotiation of Purchase and Ownership Agreements with the Cayman Islands

#### **Governance and Oversight**

- Independently advise senior staff of current changes to local legislation and internal standards affecting Compliance/Risk Management
- Act as primary liaison with the Office of the Auditor General (OAG), Ministry of Finance, commercial banks, suppliers of goods and services as it pertains to accounting and finance matters.

#### **Annual audit and Annual Report**

- Responsible for the organisation and supervision of the annual audit and report on the financial statements as related and required by OAG and

#### **Regulatory Advice and Reviews**

- Ensure the timely review of quarterly submissions from major licensees; assist with regulatory groups with regulatory and finance matters and independently schedule and conduct compliance reviews of due diligence records and immediately communicate all issues affecting financial and operational performance.

#### **Management and Administration**

- Monitor cash flow and take necessary steps to maintain a positive cash balance, making contingency plans for reasonable uncertainties while at the same time managing cash resources to maximise returns.
- Manage accounts receivable to ensure collection policies and procedures are being consistently adhered

- Manage and develop the members of the Accounts Department, ensuring that Annual Performance Agreements and Assessments are completed, including developing training plans for team members of the Accounts Department.

#### Qualifications and Experience

- A bachelor's degree in the following: Accounting, Business Administration or Finance.
- Must have professional accounting qualification: CPA, CA or
- Seven (7) years *post qualification* experience in a middle/senior management position with excellent verbal and written communication skills.
- Current working knowledge of IFRS, IPSAS and/or US GAAP and demonstrate a thorough understanding of the financial aspects of the PMFA, PAA,
- Experience in regulatory accounting would be an asset with proven understanding of accrual
- Must have a successful track record of conceptualizing, researching, and the subsequent preparation of meaningful written
- Possess exceptional leadership skills, remain politically neutral in their work, demonstrate high level of professionalism, show initiative, integrity with an ability to exercise good judgment, discretion, tact, including the ability to thrive in an environment of pressing deadlines with constantly changing priorities, while multi-tasking with minimal supervision.

#### Benefits

- 25 days' vacation per annum
- Non- contributory health and pension

#### How to apply:

To be considered for this position, applicants are required to submit all the following:

- Cover letter
- Curriculum Vitae
- Completed OfReg application form
- Four (4) professional references.

The detailed job description, and the OfReg application form are available online at: [www.ofreg.ky/job-opportunities](http://www.ofreg.ky/job-opportunities)

<https://www.ofreg.ky/job-opportunities/head-of-finance-job-description>

Please note: Incomplete applications will not be considered.

**Preference will be given to suitably qualified and experienced Caymanians.**

Closing Date: 19 June 2026