



CHIEF FINANCIAL OFFICER

REPORTS TO: President
SUPERVISES: Business Officer, Plant Manager, IT Administrator
LOCATION: Main Campus

JOB SUMMARY

The CFO is responsible for managing the financial actions of the West Indies School of Theology (WIST). Their duties include tracking cash flow, analyzing strengths and weaknesses to propose corrective action plans when necessary, and preparing accurate forecasts so that management can make informed decisions about future investments or cuts. The CFO must have strong analytical, strategic planning, and communication skills, including an ability to work professionally with the President, Board of Directors members, and other senior managers of the WIST.

CORE FUNCTIONS

1. Budgeting.
2. Recommend ways to raise capital (equity or debt).
3. Creating financial forecasts.
4. Identifying emerging market trends.
5. Financial and Management Reporting.
6. Aligning business strategy with financial strategy, and
7. Identifying business and financial risks.

GENERAL ROLES

- Drive the company's financial planning
- Perform risk management by analyzing the organization's liabilities and investments
- Decide on investment strategies by considering cash and liquidity risks
- Control and evaluate the organization's fundraising plans and capital structure
- Ensure cash flow is appropriate for the organization's operations
- Supervise all finance personnel
- Manage vendor relationships
- Prepare reliable current and forecasting reports
- Set up and oversee the company's finance IT system
- Ensure compliance with the law and company's policies
- Ensure the Accounts Receivable and Accounts Payables are properly managed
- Oversee the payroll processing task



WIDE-RANGING DUTIES

- Serves as a member of the Administrative Committee and other committees as assigned by the President
- Liaises with all staff, faculty members, students and volunteers, board of Directors, extension sites, and branch campuses.
- Liaises with the bank, financial institutions, public, government, and statutory bodies
- Participates in scheduled staff retreats
- Participates in any other activities that support the health, safety, and quality management system of the organisation

KNOWLEDGE/QUALIFICATIONS

Bachelor of Arts in Business Administration, Accounting or Finance

Knowledge of:

- Financial management
- Marketing
- Human resource management
- Sound knowledge of Biblical Life and Practice
- Banking

Abilities and Skills

- Excellent communication skills
- Good project management skills
- Ability to network with different people and groups
- Ability to learn and understand new technologies
- Ability to develop and maintain solid working relationships
- Proposal writing
- Business negotiation
- Strong aptitude for problem-solving in a business environment
- Practices sound decision-making
- Has a data-driven approach to avoiding potential problems
- Demonstrate management skills such as leadership, planning and organization.



Experience

- A minimum of five (5) years of managerial experience
- Proven experience as CFO, finance officer, or relevant role
- In-depth knowledge of corporate financial law and risk management practices

or

- Any combination of education, training, and experience deemed appropriate
- Proficient in the use of MS Office and
- Financial management software (e.g., QuickBooks).

APPROVED BY:

June 21st, 2023

President

Date