

Land Transport Authority

Job Description

Date:	September 2022	Position Title	Manager Finance
Division:	Finance	Classification Level	ACEO Level
Directly Supervises	Finance Division		
Reports to:	The Chief Executive Officer for the effective and efficient leadership and management of finance of the Authority to ensure the achievement and sustainability of the LTA's business goals and objectives.		
Primary Objective			
	To lead the strategic and operational aspects of the LTA finances in accordance with organizational direction set out in the LTA Corporate Plan, Strategic Annual Management Plan, and Annual Budget.		
Responsibilities			
1	Plan and manage the operations of the Finance Division effectively and efficiently, allocating resources to support the achievement of the Authority's business priorities.		
2	Manage, implement and maintain an effective financial system appropriate for the control of the Authority's assets, purchases, creditors, debts and revenue.		
3	Analyze, prepare and advise on monthly basis on the financial performance of the Authority's for the consideration of the Chief Executive Officer and Board.		
4	Plan and facilitate the preparation of the annual budget and advise Managers and Chief Executive Officer regarding the Authority's financial performance on monthly and quarterly basis.		
5	Coordinate and facilitate divisional plans to ensure the achievements of planned targets corresponding to objectives and strategies in the Corporate Plan, Strategic Annual Management Plan, and the Annual Budget.		
6	Manage daily cash balances and ensure cash flows are adequate to allow Authority's business activities to operate effectively.		
7	Manage, implement and maintain an effective financial system appropriate for the control of the Authority's assets, purchases, creditors, debts and revenue.		
8	Coordinate and produce audited annual accounts for the Chief Executive Officer and the Board consideration in accordance with statutory requirements.		
9	Develop and Implement goals, policies, priorities and procedures relating to Financial Management, Budget and Accounting.		
10	Review, formulate and propose to the Chief Executive Officer appropriate amendments to Accounting and Financial Controls in response to external/internal demands and changes.		
11	Liaise and work collaboratively with the IT Manager to ensure the accuracy of the Authority's Accounting System.		
12	Represent the Chief Executive Officer in Government committees and any other duties as directed.		

Selection Criteria		Essential - Desirable	Weighting
Qualification	Must have a degree with majors in Accounting, Finance, or related Business disciplines from a recognized tertiary Institution.	Essential	
	Must hold a CPA or an equivalent from a recognized overseas Institution.	Essential	
Work Experience	Must have at least 6 years of experience at a senior management level in the field of Accounting and Finance.	Essential	
Knowledge and Skills	Demonstrated ability to perform critical analysis and initiate Finance policy interventions, provide strategic financial adviseto the Chief Executive Officer.	Essential	
	Demonstrated ability to collaborate, network, negotiate and engage effectively with Managers and with external stakeholders in issues pertaining to Corporate Services.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.	Essential	
	Should be computer literate and has proven experience in Microsoft Excel software, and other financial management database etc.	Essential	
	Has sound knowledge of the following legislations; <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Labour and Employment Act 2013 	Essential	

Competencies	
1	Leadership
2	Strategic
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity& Perseverance

Prepared by:	Human Resource
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