

CO-OPERATIVE REPUBLIC OF GUYANA

MINISTRY OF TOURISM INDUSTRY AND COMMERCE

SMALL BUSINESS BUREAU

TERMS OF REFERENCE - FINANCE MANAGER

1.0 BACKGROUND

- 1.1 In 2004, the Small Business Act was established to: (1) *provide incentive regimes and support programmes for small businesses;* (2) *establish the Small Business Council (SBC), the Small Business Bureau (SBB) and (3) the Small Business Development Fund (SBDF); to serve as a guide for all aspects above.*
- 1.2 The Small Business Council was established via Cabinet Decision in 2005 and consists of eleven (11) members from both the public and private sectors, appointed by His Excellency the President of the Cooperative Republic of Guyana.
- 1.3 The Small Business Act stipulates that the Minister shall establish the Small Business Development Fund, which will provide:
 - a) Support and access to financing for small businesses.
 - b) Non-financial services and assistance to help small businesses improve productivity and competitiveness.
 - c) Institutional support for organizations representing, promoting, supporting and strengthening small businesses.
 - d) Funding for the expenses of the Bureau.
- 1.4 The SBC and SBB operate under the umbrella of the Ministry of Tourism, Industry and Commerce.
- 1.5 The Small Business Bureau under the Ministry of Tourism, Industry and Commerce is the executing agency for all of the afore-mentioned.

2.0 OBJECTIVES

Under the guidance of the Small Business Bureau, the **FINANCE MANAGER** is responsible for overseeing the:

- the smooth and efficient operation of all financial matters relating to the Small Business Bureau;
- all financial records are maintained in a proper manner and
- effective financial management of the Small Business Development Fund

3.0 DUTIES AND RESPONSIBILITIES

- Draft Annual Report on initiatives undertaken by government to facilitate access to funding by small businesses
- Keep records of the level of procurement by the Government from small businesses
- Draft and review financial policies to be carried out by the Fund
- Review applications submitted for accessing loans
- Assist in the allocation of funds to the various operations of the Bureau and evaluate businesses that qualify for financial assistance
- Manage all cash transactions, vouchers, recordings of disbursements, income and bank statements, dissemination of information and requests for payment, to local and overseas organizations
- Compile monthly financial reports on loan guarantee granted to small businesses
- Liaise with financial agencies and small business owners with reference to information on policies, procedures and matters relating to loan guarantee
- Ensure that all monthly reports are correct, compiled and submitted on a timely basis to persons and organizations responsible for receiving them
- Review incentive programmes and assist with drafting recommendations for fiscal incentives for small businesses

4.0 DELIVERABLES

The Finance Manager shall submit the following:

- i. Monthly Progress Report of tasks undertaken.
- ii. Final Consolidated Report for agreed period

5.0 EDUCATION AND EXPERIENCE

5.0 Qualifications

Required:

- A Bachelor's Degree in Accountancy (from a recognized University)
- Completed Level 2 ACCA

Preferred:

- Master in Accounting or Finance
- Completed ACCA, CPA

5.1 General Work Experience

- A minimum of eight (8) years professional/work experience

5.2 Specific Work Experience

- At least three (3) years specific experience public accounting.

5.3 General Skills

- Knowledge of Quickbooks
- Knowledge of Project/Programme Management
- Command of the English Language.
- Excellent communication and interpersonal skills
- Ability to pay attention to details
- Extensive knowledge working with spreadsheets
- Candidates must also possess knowledge in the following Microsoft Office applications:
 - MSWord
 - MSEXcel
 - MS Power Point Presentation

6. WORKING CONDITIONS

- This position is part of a small and busy team working in a fast-paced office environment.
- Professional office environment that is conducive to providing small business guidance and other client services.
- Occasional work outside the office with clients, programme and strategic partners, and stakeholders.
- Some evenings and weekends work may be required.
- Travel may be required.

7. DURATION OF APPOINTMENT

The position of Finance Manager is required on a one (1) year contractual basis. Renewal of contract for additional period, thereafter, subject to satisfactory completion of initial contract.

8. REPORTING OBLIGATION/SUPERVISOR

The Finance Manager will report directly to the **Chief Executive Officer** of the Small Business Bureau or their designate.