



The Health Services Authority is responsible for the provision and administration of primary and secondary levels of healthcare services and public health functions for residents of the three Cayman Islands through a 127-bed hospital on Grand Cayman, a 18-bed hospital in Cayman Brac, satellite outpatient clinic in Little Cayman and four District Health Centers on Grand Cayman offering the most comprehensive range of inpatient and outpatient services in a single health system in the Cayman Islands.

We invite applications for the following position:

ACCOUNTING MANAGER

Salary range: CI\$75,228 – CI\$101,160 per annum

Under the direction of the Financial Controller, the Accounting Manager is responsible for the proper accounting of all financial transactions including maintenance of general ledgers and sub-ledgers, responsible for the completion of the monthly close process and preparation of monthly internal/external financial reports and other financial duties assigned by the Financial Controller and/or Chief Financial Officer.

Primary Responsibilities: The successful candidate has shared responsibility for ensuring that all expenditures are properly incurred, authorized, disbursed and are in accordance with the Health Services Authority policies and procedures. The candidate is responsible for the monthly financial reporting, bank reconciliation, output costing, collections, and will participate in the annual external audit process, attending finance meetings as requested. In addition, he/she will assist with ad hoc projects as determined by senior management.

Qualifications and Experience: The successful candidate must possess a Bachelor's degree in Accounting or Finance with certification as a qualified Accountant. He/she must possess a minimum of five (5) years' accounting experience for an organization with a minimum of \$10 million in annual revenue, preferably in public/hospital accounting, with management skills. Must have a thorough understanding of accounting policies/ procedures and knowledgeable of International Financial Reporting Standards (IFRS) in USA or Canada. Experience using Cerner IT System including IRIS – Oracle System or other hospital software would be an asset. The candidate should have leadership skills to motivate cross-departmental teams to achieve the desired performance. Must be personable, have solid written and oral communication, presentation skills and be proficient in the use of Microsoft Office (especially Microsoft Excel).

A remuneration and benefit package, commensurate with experience and qualifications will be offered to the successful candidate.

NOTE: Incomplete applications will not be considered. All applicants must complete and submit an HSA Application Form, via e-mail to hsa.jobs@hsa.ky using pdf format. Log on to our website at www.hsa.ky to access Application Form and Job Description.

Application Deadline: September 21, 2025

Committed to Caring for You



Job Description

Job title	<i>Accounting Manager</i>	Job Holder	
Reports to	<i>Financial Controller</i>	Section	<i>Finance Department</i>

Background Information

The Cayman Islands Health Services Authority (“HSA”) provides and administers health care services and public health functions for residents of the Cayman Islands in accordance with the National Strategic Plan for Health.

Services are delivered primarily through the 124-beds at the Cayman Islands Hospital (the country’s principal health care facility), and the 18-beds at the Faith Hospital on Cayman Brac. Ancillary services are offered at district health centres, and clinics for dental and ophthalmologic care. Residents of Little Cayman can access care through the island’s clinic which is a purpose-built facility.

This position plays a key role in the proper functioning of the HSA’s financial reporting in both external and internal.

Job purpose

Under the direction of the Financial Controller, responsible for the proper accounting of all financial transactions including maintenance of general ledgers and sub-ledgers, responsible for the completion of monthly close process and preparation of monthly internal/external financial reports and other financial duties as assigned by the Financial Controller and/or Chief Financial Officer.

Dimensions

- Post holder has the responsibility to ensure proper accounting for all of the HSA transactions and manages the 300 plus general ledger including its reconciliation.
- Post holder has shared responsibility with Decision Support & Transaction Manager for ensuring that all expenditures are properly incurred, authorized and disbursed and are in accordance with the HSA policies and procedures. The Decision Support & Transaction Manager has primary responsibility for checking of vendor invoices while Accounting Manager performs this task in the absence of the latter.
- Post holder has the responsibility to ensure that all receipts are properly recorded, deposited, and reconciled.

Duties and responsibilities

- Assist FC with preparation of the periodic financial statements through preparation of FS calculator database.
- Manages general ledgers and sub-ledgers including its reconciliations. Prepares all necessary schedules to support analysis of general ledgers.

- Manages the drawdown of all output funds prior to 31 December and monitors the output funds to avoid occurrence of deficit or undrawn funds at year end.
- Analyze and reconcile monthly bank statements with the General Ledger. File in binders, identified by bank name and statement months. Notify the FC of any anomalies noted in the reconciliation.
- Coordinates with Finance Staff to ensure data entry of all outstanding monthly transactions prior to month-end to assure completeness of general ledger such as payroll transfer, collection input, accounts payable and accounts receivable transfer et al.
- Coordinates with Accounts Payable Officers, Payroll Officers, DSTM, Fixed Assets Officer for any discrepancies noted in accounts reconciliation.
- Participates and coordinates in the annual external audit process and any other audit work performed by the Auditor General. Attend meetings as requested and prepare requested data for the auditors.
- Prepares accounts reconciliation after month end as scheduled in the Monthly Closing Checklist (refer to Fiscal Closing Policy).
- Posting of monthly general journals and accruals, including non-routine journal entries as it relates to job dimensions.
- Ensure that all financial transactions of the Health Services Authority are properly recorded and accounted for in accordance with Health Services policies and procedures and GAAP.
- Ensure the monthly binder, which documents the account reconciliation for the monthly financial statements, is maintained and appropriately reviewed.
- Compare monthly financial results with prior periods and the budget. Identify significant variances and provide explanations to the Financial Controller.
- Assist with non-routine and estimation process.
- Prepares quarterly output costing including analysis of variance.
- Monitors CINICO weekly payments and MOH output payments.
- Prepares invoices for any billing directive given by PFS, Financial Controller and CFO including maintenance of sub-ledgers.
- Monitors daily cash position and initiates transfer of funds when needed to avoid overdraft.
- Assist with adhoc projects as determined by the Financial Controller, Chief Financial Officer, or Board of Directors.
- Perform duties of Financial Controller in his/her absence and/or act in other position as requested by the Financial Controller or Chief Financial Officer.

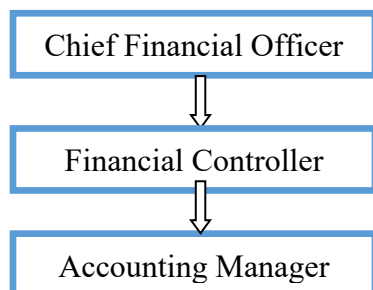
Qualifications, Experience & Skills Requirement

The post-holder should:

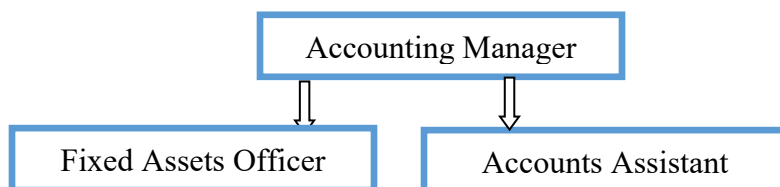
- Have a thorough understanding of accounting policies and procedures; knowledge of International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GAAP) in the USA, or Canada.
- Possess a minimum of a Bachelors degree in Accounting or Finance; certification as a qualified accountant; 5 years of experience in public/hospital accounting with management skills;

- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow in order to meet deadlines.
- Excellent people skills and solid communication and presentation skills.
- Leadership skills to motivate cross-departmental teams and achieve the desired performance.
- Ability to be a strong advocate on the HSA's behalf in the pursuit of goals and objectives;
- Proficiency in the use of Microsoft Office, excellent written and oral communication skills.
- Experience using a CERNER IT system or other hospital software would be an asset including the IRIS – Oracle system.

Reporting Relationship



Direct reports



Other Working Relationships

- | | |
|--|-----------------------------------|
| • Deputy Chief Financial Officer | • Senior Managers/Section Manager |
| • Decision Support & Transaction Manager | • PFS Supervisors/Manager |
| • Procurement Unit | • Compliance Department |
| • Accounts Payable Officer | • HR Department |
| • Revenue Accountant | • Statistics |
| • Materials Management | • Pharmacy |
| • Office of the Auditor General | • Internal Audit |

Decision Making Authority and Controls

The postholder will make day-to-day decisions on routine matters and will, when required, refer to the Financial Controller for support. The Post Holder should adhere to the following policies relating to the GAAP, IFRS, Billing and Receipting Manual, Fiscal Closing Policy and Usage of Chart of Accounts.

Working conditions

This is an office working environment with minimal travel requirements. It is not uncommon for the postholder to work long hours, often up to 50 or 60 per week. The post holder is also required to work after office hours on the weekend to complete the month-end closing as the Government is closing the general ledger (IRIS) every 5th working day of the month.

Physical requirements

The position requires the incumbent to do repetitive tasks with few breaks, and so forth.

Problem/Key Features

There are numerous general ledger accounts, along with multiple cost centers, which require substantial account reconciliations and investigations of variances. The financial reporting is entirely manual with sub-ledgers of AR, Fixed Assets, and Inventory that are currently not integrated with the general ledger. Therefore, the post holder should be well organized, highly analytic, technically inclined, good in multi-tasking and able to produce a high turnaround of reports with the help of the Fixed Assets Officer and Accounts Assistant.

The position requires the post-holder to effectively manage stress in a high paced environment and manage staff of various levels and from differing backgrounds.

The position will also require periodic work outside of normal business hours to complete assigned tasks and meet agreed deliverables. The requirements of the position are time sensitive and require excellent planning and time management skills.

Evaluation Metrics

- Completion of vital Account Reconciliation every month
- Posting of Journals up to 5th working day of the month
- Submission of FS Calculator every 7th working day of the month
- Completion of Closing Checklist every year-end
- Billing & Collection every month (output, service level agreements, et al)

Approved by:	<i>DC</i>
Date approved:	<i>19 July 2021</i>
Reviewed:	<i>13 August 2025</i>
Next Review:	<i>13 August 2026</i>
Manager's Signature:	
Date:	
Employee Signature:	
Date:	