



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, a 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:

DEPUTY CHIEF FINANCIAL OFFICER

Salary range: CI\$95,460 – CI\$128,388 per annum

The Deputy Chief Financial Officer (DCFO) supports the Chief Financial Officer (CFO) in the strategic management of the Authority's finances, while overseeing the day-to-day operations for distinct areas falling under the responsibility of the Finance Department. The successful candidate works flexibly across a range of responsibilities, providing financial support and advice to the senior management team. The DCFO assists the CFO in the strategic administration of procurement, patient financial services, and accounts receivables, while maintaining oversight of the HSA's recurrent budget (approximately CI\$200 million).

Primary Responsibilities: The successful candidate is responsible for overseeing financial planning, administration, and reporting, including revenue monitoring, accounting entries, budgeting, cash flow management, internal controls, and variance analysis to ensure accurate, timely, and reliable financial information. He/she contributes to strategic initiatives by supporting the development and monitoring of the organization's strategic plan, implementing performance measures, and ensuring alignment with governance policies and business objectives. The candidate also ensures strong business practices by promoting value for money, managing financial risks, and recommending process improvements. Organizational duties include supporting revenue recognition, accounts receivable valuation, and representing the CFO in committees and management discussions. Additionally, the role involves leadership responsibilities such as succession planning, staff development, and driving efficiency through procedural and system enhancements while ensuring ethical and professional standards are maintained.

Qualifications and Experience: The successful candidate must have a Bachelor's Degree in Accounting or Finance, with a Professional Accounting qualification (CPA, ACCA) and preferably a postgraduate qualification. The candidate must have at least five (5) years of relevant experience (preferably in a healthcare environment) in a similar capacity, with at least three (3) years' experience in a senior financial management role. Strong knowledge of IFRS, accounts receivable management, financial reporting, budgeting, and healthcare legislation is essential, alongside advanced Microsoft Excel skills, with experience in Oracle Financials and CERNER systems considered assets. The position demands excellent leadership, communication, and analytical abilities, with proven skills in budget management, stakeholder engagement, and performance delivery. Success in the role requires strong organizational and problem-solving capabilities, attention to detail, confidentiality, and the ability to manage competing priorities under pressure while representing the organization effectively and supporting its strategic objectives.

A remuneration and benefits 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 the Application Form and Job Description.

Deadline for the post: March 22, 2026

Committed to Caring for You

JOB DESCRIPTION

Job title	<i>Deputy Chief Financial Officer (Operations)</i>	Job Holder	
Reports to	<i>Chief Financial Officer</i>	Section	<i>Finance</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 127-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.

The Deputy CFO assists the CFO in managing the overall finance and accounting functions of the HSA, and in contributing to the preparation of budgeting and financial reports showcasing actual performance, forecasts, and trends and making recommendations to the CFO, CEO, and Board as appropriate.

1. JOB PURPOSE

To support the CFO in the strategic management of the Authority’s finances, while overseeing the day-to-day operations for distinct areas falling under the responsibility of the Finance Department. The post holder will work flexibly across a range of responsibilities, providing financial support and advice to the senior management team. This includes identifying opportunities for efficiencies and cost savings and assisting in the implementation of same.

The Deputy CFO will assist the CFO in the strategic administration of procurement, patient financial services and accounts receivables, while maintaining oversight of the HSA’s recurrent budget (approximately CI\$200 million).

The post-holder will deputize for the Chief Financial Officer when required.

2. PRINCIPAL ACCOUNTABILITIES

Financial Planning, Administration & Reporting

- Monitoring of revenue capture; posting accounting entries; calculation of accruals and invoicing for outputs/services.
- Assist in the compilation and verification of financial statistics provided to internal and external parties, ensuring their timely delivery and accuracy.
- Develop, implement and monitor internal controls to ensure expenditures are properly recorded, authorized and disbursed in accordance with HSA policies and procedures, and receipts are properly recorded, deposited and reconciled.
- Monitor daily cash flow and prepare statistical, analytical and forecast information.
- Review the month-end close for all subledger modules and contribute to management’s discussion and analysis.
- Assist in the preparation of annual budgets for each cost centre.
- Develop, implement and monitor costing systems for the HSA
- Ensure payments to creditors are properly verified, authorized, recorded and settled.
- Monitor commitments against approved expenditures.
- Conduct inventory counts, usage and valuation for audit and reporting for all departments.
- Provide variance analysis reports for capital and operational budgets.
- Ensure reports are relevant, timely and accurate to meet the needs of senior management.
- Maintaining the fixed asset registers.

Strategic Imperatives

- Participate in the development and monitoring of the HSA’s strategic plans.
- Implement and report on scorecards or other Key Performance Indicators, ensuring timely reporting of actual performance against benchmarks.
- Work with the CFO in developing performance strategies, governance policies, departmental standards and controls for the Finance department.

- Implement business policies and procedures consistent with the strategic directives plan set by the HSA.
- Assist in the maintenance of an effective and efficient system for the recording of funds presented as payments on patient accounts.
- Attend meetings with the CFO as requested.

Business Practices

- Work to ensure the achievement of value for money in all transactions.
- Ensure that processes related to the management of risk are maintained, and that any breaches thereof are promptly reported to the appropriate level.
- Assist in the continued improvement of proper financial and business processes and recommend appropriate improvements to the CFO.

Organizational Duties

- Provide support in the areas of revenue recognition and accounts receivable valuation.
- Represent the CFO on various internal and external committees.
- Provide technical and managerial expertise in the commercial functions of the HSA, which include Finance, Patient Financial Services and Accounts Receivable.
- Meet, as needed, with Senior Management and Cost Centre Managers to discuss finance-related matters.

Leadership & Staff Management

- Assist in the development of succession planning for all direct reports.
- Facilitate regular staff meetings.
- Consistently seek efficiencies within Finance; propose and implement procedural and system changes for enhancing staff productivity, quality and efficiency.
- Ensure direct reports discharge duties ethically and with professional integrity

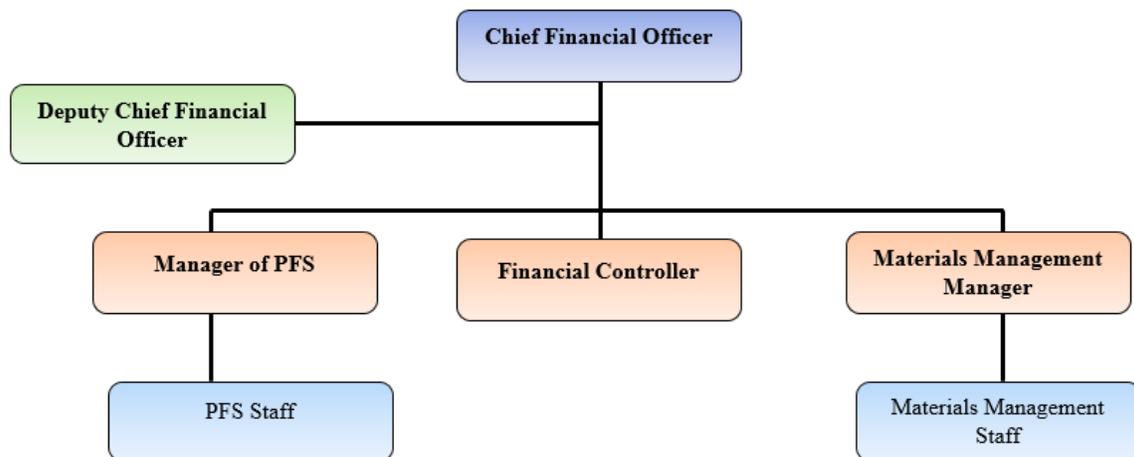
3. DIMENSIONS

Staff: The post-holder has responsibility for staff members as delegated by CFO

Accounts Receivable Portfolio: Post-holder will be responsible for managing the collections of approximately \$120 million in receivables.

4. ORGANIZATIONAL CHART

based on reporting structure



5. KNOWLEDGE, EXPERIENCE AND SKILL REQUIREMENTS

Education and Experience Requirements:

- Requires a Bachelor's Degree in Accounting or Finance, with Professional Accounting qualification. Post graduate qualification is desirable.
- Must have at least 5 years of relevant work experience (preferably in a health care environment), with at least 3 years' experience in a senior financial management position.

Performance Requirements:

Knowledge:

- Working knowledge of International Financial Reporting Standards (IFRS), AR management, financial reporting, and budgeting.
- Advanced Microsoft Excel skills.
- Experience in Oracle Financials would be an asset.

- Strong analytical and communication skills.
- Working knowledge of Cayman Islands Health care legislation and the financial policies and procedures regular and customary in a healthcare environment.
- Effective budget management skills.

Skills and abilities:

- Excellent leadership, people skills, and solid communication and presentation skills.
- Ability to effectively interact with other professionals, executives and senior management, including physicians, clinical leadership, and the Board.
- Must be able to meet performance goals as agreed with CFO.
- 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.
- Experience using a CERNER IT system would be an asset.
- Ability to work with and assist many stakeholders, often with competing priorities, and within agreed timeframes.
- Strong financial and management skills, with high attention to detail, a proactive attitude and ability to cope under pressure.
- Ability to organize, plan and manage work, maintain confidentiality.
- Analyses issues and recommend appropriate solutions as appropriate.

6. ASSIGNMENT AND PLANNING OF WORK

The post-holder must be able to allocate work and organize staff in such a way as to achieve the optimum results from available resources. He/she must be able to function with minimal supervision, determine work priorities and cope with the pressures of challenging targets whilst motivating staff to meaningfully participate in the achievement of organizational goals.

7. SUPERVISION OF OTHERS

Post holder must provide effective supervision to other staff in the Finance section to ensure the provision of accurate, timely and high-quality work. Supervision should adopt a collaborative coaching approach to promote qualities of leadership, integrity and work ethic. Supervision of staff and sections as per delegation by CFO.

8. OTHER WORKING RELATIONSHIPS

- | | |
|-------------------------------|--------------------------------------|
| • Chief Financial Officer | • Senior Managers |
| • Chief Operating Officer | • Corporate Compliance Team |
| • Chief Executive Officer | • HIM Department |
| • Clinical Heads of Divisions | • Health Insurance Providers |
| • Clinical Staff | • Patient Financial Services Manager |

9. DECISION MAKING AUTHORITY AND CONTROLS

The post holder will make day-to-day decisions on routine matters and will, when required, refer to the CFO for support. Strategic decisions related to the Finance Section will be made by the CFO or Senior Management Team and will be implemented by the post holder.

10. PROBLEM/ KEY FEATURES

The post-holder joins the organization during a period of significant change and will be required to supervise the implementation of various policies and procedures in pursuit of a clean audit opinion for HSA’s annual accounts. This requires close monitoring of several key areas (most importantly the revenue cycle).

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 may 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.

11. WORKING CONDITIONS

This is an office working environment with minimal travel requirements. It is not uncommon for the post holder to work long hours, often in excess of 45 hours per week. The post holder is generally required to attend an array of meetings with various agencies, departments, etc.

12. EVALUATION METRICS

- Compliance with financial policies and procedures
 - Compliance with reporting schedules and timelines
 - Accuracy and completeness of financial records
 - Monthly audit schedules reconciled to Tb and available for review by 20th of subsequent period
 - Unqualified Audit opinion
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Approved by:	<i>CFO</i>	
Date approved:	October 19, 2023	
Reviewed:	September 8, 2025	
Next Review	<i>September 8, 2027</i>	
Employee's signature:		<i>Date:</i>
Manager's Signature		<i>Date:</i>