



CORPORATE SERVICES MANAGER (CSM)

JOB SUMMARY

The Corporate Services Manager (CSM) leads and manages significant aspects of the support services of Damus Limited including Finance and Accounting, Information and Communication Technology (ICT), and Administration. The role is primarily accountable for the financial assets of the organization and will lead the financial planning, budget and cash flow management, ensuring resources are available to enable efficient operations and project execution. The role will provide strategic and operational oversight of ICT and Administration to ensure the effective development and delivery of these services in support of operations. The role will ensure that proper governance is observed throughout operations to ensure compliance with all statutory and regulatory requirements.

KEY DUTIES AND RESPONSIBILITIES

1. Lead and direct the support services comprising Finance and Accounting, Administration, Insurance, ICT and Corporate Services. Support the General Manager (GM) in designated other support areas (such as Legal and/or HR/Payroll) as required and designated.
2. In collaboration with the GM, Chief Operating Officer (COO) and designated others, assists in defining the corporate Goals and Targets for the organization using the Company's modified Balanced Scorecard (Safety, Finance, Process, People, Learning).
3. Lead the development of financial planning to enable realization of Damus' longer term financial goals in line with the Company's strategic business objectives.
4. Partner with all Functional Department Heads to achieve favourable results with respect to asset management, sales, profitability, cash flow, systems, reporting and controls.
5. Accountable for the effective execution of functional performance management for areas under his/her remit:
 - (i) Oversee the development of functional Goals and Targets by Managers/Team Leads.
 - (ii) Monitor and enforce compliance.
6. In collaboration with the GM, the COO and the Manager Proposals, the CSM supports the creation of a developmental and continuous improvement plan for the Estimation process. Supports the development of the approval processes including recommended levels of approval of all proposals. Participates in approval of proposals as required or requested.
7. Hold primary accountability for the management of the organization's financial assets:
 - (i) Monitor and evaluate the financial performance of the organization and report to the GM.
 - (ii) Support the GM in managing the organization's budget.
8. Ensure compliance within the various regulatory and legal frameworks inclusive of insurance, taxation, payroll.
9. Maintain and continuously improve all internal controls and mechanisms to manage risk.
10. Lead and direct the treasury activities of the organization.
11. Monitor all procurement activities to ensure governance and efficiency.

Key Resource Areas (subject to review and approval of GM):

- (i) BOD approval of transformation / strategic plans within defined timeline(s).
- (ii) BOD approval of Corporate and Functional Goals and Targets within defined timeline(s).
- (iii) KPI's for all reporting managers developed and communicated within defined timeline(s).
- (iv) HSSE and Performance Management Processes.

Note: The Addendum attached is an essential part of this Job Summary.

MINIMUM QUALIFICATIONS & CERTIFICATION

Required:

- ACCA.
- MBA or Post-Graduate Certification in Finance.
- Minimum of ten (10) years leading an Accounting/Finance Department.

Desired:

- Minimum of five (5) years exposure to leading another corporate function – HRM, ICT, Administration.
- Minimum of three (3) years' experience in engineering, maintenance or construction industry.
- Minimum of three (3) years' management experience in a unionized environment.
- Minimum of five (5) years leading Senior Managers or Executives.

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ADDENDUM TO YOUR JOB DESCRIPTION – Please read and ensure that you understand the contents of this Addendum as you are required to sign below indicating your understanding and agreement to hold yourself and your direct and indirect reports accountable for conduct that conforms with the standards enshrined in this Addendum.

VISION STATEMENT:

To be the Caribbean's premier mechanical construction and integrated maintenance services provider by delivering safe, efficient and high quality solutions to our customers.

VALUES

We will continue to be a privately held business strongly rooted in the entrepreneurial spirit and core values that have guided and informed our activities since 1973.

- **Ethics.** We shall conduct our business with transparency, integrity, fairness and personal accountability.
- **Excellence.** We shall demonstrate excellence in the delivery of products and services to our customers and in our interactions with all stakeholders via engagement of competent people, innovation and the application of appropriate technology.
- **Fair Return.** To assure longevity and sustainability of our business, we shall earn a return that is fair to our company and to our customers.
- **Health Safety and the Environment.** We are committed to mitigate the risks associated with our business to assure the well being of all people, other species, the environment and assets. We firmly believe that all accidents can be avoided and will not compromise on our goal of an accident free workplace.
- **Mutual Respect.** All stakeholders shall be treated with respect thus promoting relationships and a culture of openness, empathy, teamwork and trust.
- **Sustainability.** We shall continuously learn from our past, realistically assess our present state and manage our business to deliver profitable results through disciplined planning and committed action.

HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES:

1. Follows Damus' HSE policies and ensures/promotes a safe working environment applying knowledge of all relevant safety requirements according to Company and Industry standards.
2. Provides information and instructions to subordinates in order to ensure the effective implementation of the Company's HSE management systems.
3. Ensures that all company HSE policies are enforced within the Department.
4. Ensures that all near misses, incidents and accidents within the Department are reported, investigated and analyzed as outlined in the Incident, Reporting, Investigation and Analysis Policy.
5. Take appropriate action to mitigate unsafe acts or conditions.
6. Assists required, in identifying hazards and advising all employees of any potential or actual dangers and how to isolate, prevent or mitigate them.
7. Demonstrates appropriate competencies and safety awareness in using any tools and equipment.
8. Performs and encourages good housekeeping practices.

CORE BEHAVIOURAL RESPONSIBILITIES

1. Ensures that personal conduct, behavior and quality of work conform to the Company's Values, Policies, Standard Operating Procedures (SOPs), practices and standards and enforces compliance of same
2. Leads by example and demonstrates a quality focused, positive and disciplined work attitude. Lead and manage subordinates and other relevant personnel through appropriate guidance, instructions and direction as required defining roles, responsibilities and accountabilities for designated group.
3. Organizes work/task to efficiently and effectively use resources (time, materials, money, manpower etc).
4. With discretion uses initiative to find solutions to unexpected situations and problems encountered.
5. Demonstrates flexibility in various work conditions and adjusts when faced with challenging situations.



6. Demonstrates commitment on the job as required through punctuality and reliability, timely execution of decisions and completion of tasks/assignments. Precise in carrying out work and task assignments to achieve the required output.
7. Actively develop direct reports in customer facing technical roles to deliver service excellence, identify business opportunities and strengthen the Company's brand.
8. Promotes and cultivates a culture of coaching, learning and teamwork. Undertake performance planning and appraisal for assigned team members, clarify performance expectations, provide coaching/mentoring, and take required action(s) to address performance problems, competency gaps and career progression consulting with appropriate Management and HR as required.
9. Adopts and demonstrates the attributes of a team player or works independently as required.
10. In collaboration with the HR function, identify and facilitate the developmental needs of subordinate staff.
11. In collaboration with the Board of Directors (B.O.D) and the Senior Management Team as necessary, identify a succession plan for the critical roles supervised to ensure business continuity.
12. Participate as required in the screening and selection of leadership candidates.
13. Upgrades knowledge and competencies as required because of changing work environment and technology; demonstrates willingness to learn outside of current classification.

KEY GENERIC COMPETENCIES / REQUIRED KNOWLEDGE

- Applicable working knowledge of Human Resource Information Systems.
- Working knowledge of the Standard Operating Procedures (SOPs) and Policies of the Company including documentation such as the relevant Collective agreement(s), the Industrial Relations Act and the relevant sections of the OSH Act 2004 as amended 2006.
- Working knowledge of the relevant ISO 9001 Quality Management System/Standards that enables ability to provide appropriate Executive leadership that assures the application and integration of the system/standards in the Company's operating policies and procedures.
- Effective communication skills (oral and written).
- Computer Literacy skills - Microsoft Suite - Intermediate Level - Word and Excel, Other software as applicable to job function.

BEHAVIOURAL COMPETENCIES

(Defined and detailed in Damus' Leadership Competencies Framework)

- Delivering Results through People
- Analytical thinking
- Working with Others
- Leading and Managing
- Learning and Improving
- Health and Safety
- Future Focused
- Verbal and Written Communication

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