



Saba is an island in the Caribbean and a special municipality (public entity) of The Netherlands. The island is known for its beautiful scenery and diving. Mount Scenery, at 887 meters high, is the highest point in the Dutch Kingdom. Saba, including Green Island, became a special municipality after the dissolution of the Netherlands Antilles on October 10, 2010. The island is five-square miles and has approximately 1900 inhabitants. There are four main villages: The Bottom (the capital), Windwardside, St. John's, and Hell's Gate.

This Island Government is looking for a:

Team leader Planning & Control

Work environment

The Island Government of Saba is known for its stability. It aims to maintain good relations with the Netherlands while striving to achieve widespread and sustainable results in various domains. Within the organization, people work together on the further development of the island. Our colleagues work on infrastructure (airport, harbor, water management), public works, planning, solid waste collection and processing, tourism, community development, health care, agriculture, HRM, ICT, finance, communication, civil affairs, legal advice, and various policy areas. In total, there are about 190 employees.

Profile and position

You will work at the Department of Finance. This department is responsible for the Public Entity's financial administration and management. The department works intensively with the other departments to promote and ensure financial integrity, accountability, and transparency for the Public Entity and its citizens. The Team leader, Planning & Control (P&C), will be a newly established team within the Public Entity. It will be part of the larger finance team consisting of four-five all-round administrative assistants, one medior administrative assistant, one senior

financial project office, one team leader, financial administration, one receptionist, and one department head.

Your main tasks will include:

- Set up the planning and control team and cycle
- Train and develop the planning and control team
- Develops, implements, and operationalizes policy - and management tools, frameworks, and programs for optimization of organizational management and business operations
- Initiates, formulates, and operationalizes (multi-) year programs, projects, and plan
- Prepare / Lead in preparing the financial reports such as, but not limited to, the multi-annual budget, the annual financial statements, and the quarterly implementation reports and budget amendments
- signals risks, improvement, and bottlenecks and conducts internal investigations
- tests and evaluates compliance with frameworks, guidelines, and regulations
- Manage the incidental funding overviews, budgets, and reporting
- Proactively liaises with and maintains contacts with parties/stakeholders
- Review and update planning, files, and documentation related to the P&C cycle
- Supervise team to carry out tasks and duties associated with the P&C cycle
- Guide the team in managing tasks and responsibilities related to the P&C cycle
- Attend/organize meetings with the PES departments, manager, auditors, and other relevant stakeholders regarding P&C-related topics
- Support all public entity departments
- Ensure the accuracy of financial reporting products
- Translates developments in proposals and programs, searches support base in front of strategies, and presents effects and policy objectives

As a team leader, you oversee the team's functionality by providing guidance and instruction.

Your responsibilities:

- Coordination: responsible for overseeing all activities within the team.
- Strategy: accountable for deciding how to approach tasks and develop a plan to accomplish them.
- Communication: responsible for distributing information to team members and stakeholders.
- Organizing: responsible for keeping track of and structuring various tasks, employees, and documents.
- Goal setting: responsible for determining the goals of the team.

Your responsibilities include decision-making, coaching team members, mentoring, developing the team's skills and strengths and improving weaknesses, identifying team goals, evaluating team progress, and managing conflict.

As a person, you have developed:

- Verbal and nonverbal communication skills: you communicate in a clear, practical, and directive way.
- Organizational skills: you monitor progress and keep team members motivated.
- Ability to delegate and trust in the skills of the team
- Integrity and confident work ethic: you lead by example and display confidence.

- Strong team player and can contribute positive energy to the team
- Honest, trustworthy, and integrity driven
- A proactive and flexible working attitude

Commitment

You can commit to our organization for an extended period and are willing to establish yourself on the island.

Job Requirements

We are looking for someone with the following qualifications:

- A Master's or HBO degree in the field of Financial Management
- Minimum of 5 years of experience in leading and supervising a team
- Minimum of 5 years of overall experience, preferably in public finances, planning and control, and financial management
- Having experience in dealing with public finances, planning and control, and audit procedures and controls.
- Having experience in using Microsoft Office, mainly Word and Excel
- Fluent in English and has a good command of Dutch

We offer

- A competitive salary in minimum scale 10 (min \$60K to max \$80K) depending on experience, skills, and competences
- A 36-hour working week and a two years employment contract with the possibility of extension
- Generous secondary benefits
- Life on the beautiful and safe island of Saba
- Also offered is a relocation packet for the ideal candidate traveling from abroad.

Apply

You can apply until August 31, 2022, by sending your letter of application and CV in English to the attention of HRM personnelaffairs@sabagov.nl. In case of inquiries or questions, you can contact the Finance team: Maureen.Hassell@sabagov.nl.