



ST HELENA AIRPORT
HLE-1400-1420-HR-JBD-0003

Date: 2024-11-06

Rev: A

Page 1 of 3

Job Title: Business Manager

Main purpose of job: To plan, organise, and supervise the financial, and administrative activities of St Helena Airport Limited (SHAL).

Position reports to: Aerodrome Manager

Length of contract: Permanent

Salary Band: E

Main Duties and Responsibilities:

Primary Objectives

1. To oversee the preparation of monthly and annual financial reports;
2. To lead and coordinate the annual financial audit process with SHAL's external auditor.
3. To provide strategic planning and operational administrative support to managers and Board members,
4. To provide advice to managers and Board members on administrative matters within SHAL including policy and compliance matters.
5. To provide an efficient secretariat function as required by the Board.
6. To maintain the Corporate Risk Register and facilitate periodic review at the direction of the Board of Directors.

Accountabilities/Responsibilities

1. To manage administrative policies and procedures within SHAL.
2. To monitor, and evaluate organisational strategies and policies;
3. To ensuring and monitor compliance with relevant financial, human resources and procurement legislation, regulations, and standards;
4. To manage a review programme to ensure that operational standards and procedures are up to date and fit for purpose. To ensure that all changes are appropriately documented and communicated to relevant personnel.
5. To ensure that SHAL maintains adequate insurance coverage as required;
6. To coordinate all SHAL insurance claims and insurance company inquires and investigations.
7. To manage all airport commercial contracts, service level agreements, concessionaire agreements and the Airport Operating Agreement.
8. To support the development of an organisation structure that supports business requirements.
9. To oversee learning and development, and performance management within SHAL;
10. To providing strategic financial management leadership for SHAL including funding, budgeting, cash management, and accounting.
11. To prepare and monitor SHALs budget, controlling expenditure, and ensuring the efficient use of resources.
12. To develop and implement financial, operational, and administrative procedures in order to maintain a sound financial management control environment.
13. To schedule and coordinate periodic internal audits with SHAL's internal audit service provider at the direction of the Board.
14. To assists in the preparation of any audit response and/or corrective action plan that may result from audits.
15. To ensure that plans and processes are in place to maintain required stock levels at minimum cost.
16. To oversee the procurement cycle and ensure records are kept for all purchases.

Staff Management

1. To directly manage the Procurement Officer, Human Resource Officer, Finance Officer and General Assistants.
2. To be responsible for people management activities, such as absence management, managing conduct, conducting performance appraisals, and managing conflict for direct reports.
3. To be responsible for developing, consulting on, and implementing people policies.
4. To be responsible for providing advice and case management support to managers in respect of people management activities at SHAL.



ST HELENA AIRPORT
HLE-1400-1420-HR-JBD-0003

Date: 2024-11-06

Rev: A

Page 2 of 3

Relationships

1. To interact with external bodies, agencies, and airport stakeholders.
2. To interact with staff, management, and the Board as part of their day-to-day role.

Continuous Professional Development

1. To maintain their competences and qualifications by participating in continuous learning.
2. To maintain continuous professional development.

Safety Responsibilities

1. To take reasonable care for the health and safety of themselves and others, and to follow relevant health and safety legislation and guidance.
2. To actively contribute to the maintenance and improvement of a safe working environment, and to timeously report any actual or potentially unsafe conditions.
3. To actively support adherence to the SHAL open reporting, no blame Just culture.

Environmental Responsibilities

1. To follow the Saint Helena Airport Environmental Policies for minimisation of waste and effective energy management.

Quality Management Responsibilities


1. To be responsible for the review of Finance, Human Resources and Procurement manuals, plans, policies, procedures, and other airport documentation, to ensure that they are accurate, up-to-date, and fit for purpose.
2. To take full ownership of any change initiative including conception, implementation, leadership, and communications within the department.
3. To comply with the Quality Management System (QMS) requirements detailed within Quality manuals, policies, and procedures, and to ensure that these are effectively implemented to meet required standards.

Information assurance

1. To adhere to the Information Assurance policy and procedures, ensuring that information and information assets are afforded the necessary protection, and that their disclosure and destruction is lawful and proportionate

Other Post Holder Responsibilities.

1. To perform all lawful and reasonable instructions as required by the Aerodrome Manager.

	ST HELENA AIRPORT HLE-1400-1420-HR-JBD-0003	Date: 2024-11-06 Rev: A Page 3 of 3
--	--	---

Person specification

Criteria		Essential/ Desirable
Qualifications	1. Part qualified membership of a relevant professional body such as CIPD, CMI, ACCA, CIPS, (NVQ-4) or demonstrated relevant experience	E
	2. Bachelor's Degree Level qualification or membership of a relevant professional body such as CIPD, CMI, ACCA, CIPS (NVQ-5) or demonstrated relevant experience	D
Knowledge, and experience	1. At least five years relevant workplace experience, with at least three years' experience at management level.	E
	2. Significant and demonstrable financial management and business planning experience.	E
	3. Experience of managing staff and working in diverse teams.	E
	4. Experience of providing excellent customer service	E
Skills and abilities	1. Strong interpersonal skills to form effective working relationships with people at all levels.	E
	2. Strong IT skills and the ability to compile and interpret business information.	E
	3. Organising and planning skills	E
Competency requirements	1. Please refer to the SHAL Competency Framework for details	E
Vetting requirements	1. A satisfactory Criminal History Records Check (note: there are a number of disqualifying offences that do not permit the issuance of an unescorted ID permit)	E
	2. A satisfactory five-year employment/education/training verification check.	E
	3. A satisfactory identification verification documentation	E
	4. A clean and valid St Helena Drivers licence (Category A (E), and Category C (D) or equivalent.	E/D
Other requirements	1. The postholder must be available to respond in the event of an emergency and be willing to work additional or irregular hours if required	E
	2. Must be smart and well-groomed and display a professional image	E

I have read, understand, and agree to comply with all requirements of this position. I also acknowledge receiving a copy of this job description and person specification.

Employer-St Helena Airport Limited

Employee

Aerodrome Manager

Business Manager

Sign:

Sign:

Date:

Date: