

Schedule 2 – Job Description



1. Role:

Position: Director of Finance

Job Description No.

Department: Finance

Reporting to: Chief Financial Officer

Summary: The Director of Finance is responsible for leading the financial operations for Plantation Island Resort, ensuring the integrity, accuracy, and timeliness of all financial reporting, forecasting, and compliance activities. The role provides strategic financial leadership to support operational and commercial decision-making, while strengthening governance, controls, and financial discipline across the business.

Working closely with senior leaders and property team, the Director of Finance drives sustainable financial performance and leads the development of a high-performing finance function that supports both short-term delivery and long-term company objectives.

2. Responsibilities:

Principle Responsibilities:

Technical:

- **Financial Leadership:** Provide strategic leadership over Plantation Island Resort financial operations, ensuring accuracy, integrity, and timeliness of all financial reporting, forecasting, and statutory obligations.
- **Financial Reporting & Insights:** Ensure high-quality financial reporting frameworks are in place to deliver meaningful insights that support executive and Board decision-making.
- **Forecasting & Cashflow Management:** Lead Group-wide forecasting, reforecasting, and cashflow management processes to support operational planning, capital allocation, and long-term sustainability.
- **Balance Sheet Governance:** Maintain executive oversight of balance sheet integrity, with strong emphasis on fixed asset management (including capitalization, depreciation, and work-in-progress), inventory management, and related party transactions, ensuring appropriate controls, reconciliations, and governance frameworks support reliable financial outcomes.
- **Systems & Data Integrity:** Retain strategic ownership of financial systems and data integrity in partnership with Group IT, ensuring systems support commercial, operational, and governance requirements.

Leadership/Team:

- **Executive Leadership:** Provide leadership for the resort finance function, setting clear direction, expectations, and performance standards across finance managers and specialist finance teams.
- **Capability and Succession:** Lead the development of finance capability through mentoring, coaching, and succession planning, ensuring the function has the depth and resilience to support current and future business needs.
- **Performance Culture:** Foster a collaborative, high-performance culture that promotes accountability, ownership, continuous improvement, and professional excellence.
- **Cross-Functional Collaboration:** Work closely with head office finance leaders and resort management to ensure an integrated, consistent, and effective finance operation across the Group.
- **Strategic Partnership:** Act as a trusted financial advisor to senior leadership and HODs, providing

insight, challenge, and guidance to support strategic, commercial, and operational initiatives.

Operational & Business Support:

- **Business Partnership:** Partner with operational and executive leadership to ensure financial controls, processes, and reporting frameworks effectively support operational excellence and commercial outcomes.
- **Risk Identification and Mitigation:** Proactively identify financial, operational, and system risks, ensuring appropriate controls, procedures, and mitigation strategies are designed and implemented.
- **Policy and Process Governance:** Oversee the development, review, and maintenance of finance policies, procedures, and standard operating practices to promote consistency, efficiency, and compliance across the Group.
- **Transaction Assurance:** Maintain rigorous oversight and assurance of supplier payment and payroll transactions, ensuring detailed cross-checking is undertaken to confirm accuracy, completeness, and timeliness, and that all transactions fully comply with internal controls, policies, and external regulatory requirements.
- **Functional Effectiveness:** Undertake other reasonable executive responsibilities to maximise the effectiveness, capability, and overall performance of the finance function.

Profit and Loss:

- **Executive Accountability:** Provide executive accountability for the timely delivery of monthly Profit and Loss results, ensuring reporting deadlines are met and information is decision-ready for executive and Board review.
- **Commercial Performance Insight:** Deliver high-quality financial insights and commentary that clearly articulate commercial performance, key value drivers, material variances, emerging risks, and opportunities for optimisation.
- **Strategic Forecasting:** Lead rigorous Profit and Loss forecasting and reforecasting processes to support strategic planning, capital allocation, and informed operational decision-making.
- **Financial Integrity:** Ensure balance sheet controls are applied consistently so that Profit and Loss results are accurate, complete, and reliable for executive and Board reporting.
- **Systems Ownership:** Maintain strategic ownership of the SAGE financial system in partnership with the Group IT Manager, ensuring appropriate financial controls, data integrity, and reporting capability to support commercial and governance requirements.

Compliance, Health and Safety:

- **Executive Oversight:** Provide leadership and oversight of compliance and health and safety requirements through clear policies and operating procedures that meet statutory obligations, accounting standards and minimizing risk where necessary.
- **Policy and Control Frameworks:** Ensure robust financial and company policies, procedures, and internal control frameworks are established, maintained, and periodically reviewed to support regulatory compliance and effective risk management.
- **Assurance and Audit Readiness:** Maintain assurance over compliance performance through appropriate monitoring, reporting, and audit readiness, ensuring accurate record-keeping and timely remediation of identified issues or breaches.
- **Business Continuity and Resilience:** Implement and maintain finance-specific business continuity and emergency response procedures at property level, aligned to Group frameworks, to ensure continuity of critical financial processes and controls.
- **Culture and Ethical Standards:** Champion a safe, ethical, and compliant workplace culture, reinforcing accountability, integrity, and responsible environmental and sustainability practices.

3. Key Performance Indicators:

- Priority Area 1: Be Resilient and Adaptable
- Priority Area 2: Ensure Sustainability
- Priority Area 3: Build Brand Equity
- Priority Area 4: Enhance Guest Experience
- Priority Area 5: Develop and Value Our People
- Priority Area 6: Improve Operational Frameworks
- Priority Area 7: Ensure Compliance

4. Experience:

Essential Criteria

- Minimum of 5–7 years' experience in a senior finance leadership role, with accountability for financial reporting, forecasting, balance sheet governance, and compliance.
- Demonstrated experience operating at executive or senior leadership level, providing financial insight and advice to support strategic and commercial decision-making.
- Proven experience leading and developing high-performing finance teams, including capability building, succession planning, and performance management.
- Strong experience working within complex, multi-entity or multi-site organisations, with sound governance and control frameworks.

Desirable Criteria

- Senior finance leadership experience within the hospitality, tourism, hotel, or resort sector.
- Experience supporting capital-intensive or asset-heavy operations, including capital projects and fixed asset management.
- Exposure to shared services or Group finance models, including ERP implementation or optimisation.
- Experience preparing or contributing to Board-level reporting and executive governance forums.

5. Qualifications:

Essential Criteria

- Bachelor's degree in Commerce, Accounting, Finance, or a related discipline from a recognized tertiary institution.

Desirable Criteria

- CPA or CA qualification, or equivalent internationally recognised professional accounting designation.

6. Core Competencies:

Business Awareness

- Demonstrates strong understanding of the company's operating environment, commercial drivers, and industry dynamics, using this insight to inform strategic and operational decisions
- Takes accountability for financial and business outcomes, applying sound commercial judgement and risk-based decision-making
- Identifies and drives opportunities to enhance performance, productivity, sustainability, and value creation through best-practice approaches

Relationship Management

- Builds and sustains strong, professional internal and external relationships, including with executives, HODs, and key stakeholders, fostering collaboration and shared ownership of outcomes
- Provides visible, credible leadership that sets direction, builds trust, and reinforces accountability
- Acts as an approachable and trusted leader, providing guidance and support on regulatory, compliance, and operational matters as appropriate
- Leads and develops high-performing teams, ensuring capability, succession, engagement, and alignment with current and future business needs
- Manages complex and competing priorities effectively, balancing stakeholder expectations while actively promoting inclusion, diversity, and respectful workplace practices

Communication

- Communicates with clarity, confidence, and authority, adapting style and messaging to suit Board, senior leadership and operational audiences
- Engages confidently with senior leadership, constructively challenging ideas and contributing to informed, high-quality decision-making

	<ul style="list-style-type: none"> • Influences outcomes through effective, tactful, and credible communication, balancing advocacy with collaboration • Manages complex, sensitive, or high-risk situations with professionalism, discretion, and emotional intelligence • Maintains objectivity and composure in difficult conversations, ensuring issues are addressed respectfully and effectively
<i>Planning & Execution</i>	<ul style="list-style-type: none"> • Translates strategy into clear priorities, plans, and governance frameworks that enable disciplined execution and delivery of Group objectives • Plans and oversees complex initiatives, ensuring alignment with Resort priorities, appropriate resourcing, and delivery within agreed scope, timeframes, and standards • Anticipates risks, analyses complex issues, and makes timely, well-reasoned decisions in ambiguous or high-pressure environments • Balances short-term operational demands with long-term strategic objectives, adapting approach as required to maintain momentum and focus • Establishes and maintains structured processes, controls, and operating frameworks to promote consistency, efficiency, and quality across the business
<i>Results & Quality Focus</i>	<ul style="list-style-type: none"> • Sets clear performance expectations, monitors outcomes, and ensures delivery against agreed objectives, standards, and timeframes • Maintains high standards of quality, accuracy, and integrity across all areas of responsibility, reinforcing disciplined performance and accountability • Identifies and drives improvements to processes and ways of working to enhance efficiency, effectiveness, and productivity • Champions a culture of continuous improvement, innovation, and learning to strengthen business capability and long-term performance
<i>Company Values</i>	<ul style="list-style-type: none"> • Integrity – Be honest, sincere and have strong moral principles with absolute confidentiality in all actions and dealings • Accountability – Be responsible, reliable and take ownership of your actions • Commitment – Be the best you can be • Teamwork – Be supportive, cooperative and inclusive • Respect – Be humble, take pride and value others

This Job Description sets out the main duties of the post at the date when it was drawn up. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence, and all Raffe Hotels & Resorts employees are expected to be flexible in undertaking the duties and responsibilities attached to their role, and may be asked to perform other duties, which reasonably correspond to the general character of their role and level of responsibility.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

[Signature]

[Name]

Director of Finance

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