



## PRESIDENT CYCLE CARE LTD.

Oversee the day to day operation of the business while maximizing the return on financial assets.

### Key Responsibilities and Accountabilities:

- Provide financial advice and support to senior management and the Board of Directors.
- Keep abreast of the business and economic climate in which Cycle Care Ltd operates; and prepare the company to meet the challenges of a changing business environment.
- Oversee monthly preparing, producing and reviewing of financial information for the company's interpretation and presentation of all financial reports and statements of the company.
- Track actual income & expenses against budget and provide regular reports to the Board detailing the causes for the variance.
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protect assets of the Company by establishing, monitoring and enforcing internal controls.
- Ensures compliance with local legal and tax requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises management of actions and potential risks.
- Oversee the maintenance and continued development of the Company's IT infrastructure.
- Oversees technical staff to design an IT plan for the future, and implement it successfully to meet IT needs (hardware and software) as the organization grows.
- Work closely and transparently with all third-party IT vendors and consultants.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Serve as primary liaison to legal counsel in addressing legal issues e.g. governing instruments, partnerships, licensing etc.
- Manage the organization's physical infrastructure, physical plant, and system maintenance (phone system, security, cleaning, supplies, etc.).
- Manage the Human Resource Management function of the Company to include Compensation & Benefits, Payroll, Recruitment, Staff Orientation and Staff Development.
- Develops, and implement personnel policies and procedures; prepare and maintain handbook on policies and procedures; perform benefits administration to include claims resolution, change reporting, approving invoices for payment, annual re-evaluation of policies for cost effectiveness.
- Establishes and maintain employee records and reports. Participate in administrative staff meetings and attend other meetings, such as seminars. Maintain company organization charts and employee directory.
- Consults with legal advice as appropriate on grievance/discipline matters.

### Specific Job Skills and Requirements:

- A Bachelors Degree in Finance or Business related field.
- A minimum of 5 years, Senior level Managerial experience in the Motorcycle Industry.
- Knowledge of Information Technology, maintenance of IT infrastructures, Human Resource Generalist, and proven Project Manager with Facilities Management experience.
- Individual must possess strong verbal and written communication skills.
- Is a dynamic, enthusiastic team player who can adapt well to change. Innovative problem-solving abilities; motivated to achieve continuous improvement.
- Has an ability to interact effectively with personnel at all levels of the organisation and be able to lead and inspire others to achieve operational goals.

**Salary will commensurate with qualifications and experience.**

**To apply, please e-mail your resume with references to:**

**hr@cyclecare.bm**

**4 Serpentine Road, Pembroke**

**Telephone: 295 0003**

**Closing date: January 17, 2014**