



VACANCY

Accounting Officer

JOB SUMMARY

To maintain the company's financial records and assist in the preparation of financial statements. The Accounting Officer is responsible for implementation of accounting policy and adherence to good financial reporting standards.

ACCOUNTABILITIES

1. Financial Reporting
 - Prepare and execute the entry of transactions, assist in the reporting and preparation of monthly, quarterly and annual financial statements with variance analysis, for review by the Manager Investment and Accounting.
 - Prepare and execute the recording and maintenance of the fixed asset register
 - Assist in the preparation of financial reports and submissions to internal and external parties
 - Assist in the preparation of the annual budget with accompanying working papers
 - Assist in the preparation of the financial audit package for review and preparation of annual audited financial statements by External Auditors including taxation and other required documentation
 - Ensure adherence to the use of systems of internal control and generally accepted accounting principles.
2. Treasury
 - Assist in the preparation of rolling cash flow forecast
 - Assist in the collection of data and the evaluation of proposals for investment of surplus funds.

QUALIFICATIONS AND EXPERIENCE

- BSc Accounting, Level III ACCA, or equivalent
- At least five (5) years' experience in accounting
- Proficient in Microsoft Office Suite and financial accounting software.

CANDIDATE ATTRIBUTES

Candidate must have sound problem solving, analytical thinking skills, and be able to multitask. Organisation, attention to detail and time management are required. The AO must also be able to display:

- Initiative and flexibility
- Excellent verbal and written communication skills
- Ability to work under pressure, meet deadlines and multi-task in a fast-paced environment
- Self-confidence, drive and tenacity
- Ability to work effectively in a team.

Interested persons please email detailed résumé, two (2) references and copies of academic certificates to info.nel@gov.tt

**Closing date for application submission: May 21st, 2021.
Unsuitable applications will not be acknowledged.**