



JOB VACANCY- ACCOUNTANT, FINANCE

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of **Accountant, Finance**.

Job Summary

The Accountant, Finance supports the Manager, Finance, and Investments in providing financial support to the Company, completing, and receiving payments, by processing, verifying and reconciling invoices, as well as reviewing accounting records, analyzing the data for specific reports, and creating required reports.

Job Responsibilities

1. Administers and ensures achievement of all accounting financial and operational targets to achieve organizational and accounting objectives.
2. Maintains accuracy in all asset files by verifying and approving transactions initiated by the Finance Officer or Assistant Accountants, Finance, including accounting data entry, deposits, and petty cash reconciliations including monthly cash counts.
3. Oversees the maintenance of the Company's Fixed Asset Register.
4. Prepares and/or reviews all Balance Sheet reconciliations.
5. Prepares and/or reviews monthly Management Accounts by the end of the first week of the reporting period.
6. Prepares and/or reviews quarterly Financial Statements with analytical notes on variances for review by the Manager, Finance and Investments for consideration by the Audit Committee, a minimum of 10 working days following the reporting period.
7. Prepares Annual Financial Statements, Audit Schedules and liaises with independent auditors and external consultants for the execution of the annual financial audit.
8. Coordinates with all departments to compile and review all financial information, prepare special reports, and perform appropriate research.
9. Prepares Annual Budget Report and budget working papers.

10. Manages all payments and receivables in compliance with financial policies and procedures, ensuring that all payments are made in a timely manner.
11. Ensures the accuracy of the Company's financial documents for payment, auditing and tax purposes.
12. Oversees the performance of day-to-day financial transactions by the Finance Officer and Assistant Accountants, Finance, including verifying, classifying, and recording accounts payable data, ensuring that all bills and payments are accounted for and properly posted.
13. Ensures that discrepancies are verified and investigated, by reconciling accounts and monthly statements.
14. Facilitates payment of invoices due by ensuring that payment reminders are issued to Clients, as appropriate.
15. Oversees the tracking of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
16. Ensures that invoices are checked against purchase orders, confirming goods or services were received before issuing payment to vendors.
17. Verifies expense reports and prepares salaries for employees.
18. Manages all vendor enquiries regarding finance and payments.
19. Ensures that historical records are maintained, including copies of vouchers, invoices or correspondence necessary for files.
20. Continues to improve the payment process and monitors the use of systems of internal control and provides recommendations for changes to accounting policies and procedures manual.
21. Supervises, coaches and mentors the Finance Officer and Assistant Accountants, Finance, ensuring compliance with governance and quality requirements, to successfully deliver all key milestones and outcomes.
22. Establishes and maintains stakeholder relationships through effective communication, negotiation, and issues management to ensure Company deliverables are met.
23. Provides day-to-day support to Senior Management on finance matters.
24. Prepares written, oral, and graphic reports, photographic and other media presentations.
25. Provides effective support and oversees direct reports consistent with the Company's Performance Management System and HR policies.
26. Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
27. Performs any other duties as required by the job function.

Education and Job Experience

1. ACCA or equivalent professional designation; and
2. Minimum 5 years' experience in an accounting environment, with at least 2 in a supervisory capacity.
3. Bachelor's Degree in Accounting or Finance will be considered an asset.

Any other suitable combination of qualifications and experience may be considered.

Knowledge, Skills, and Abilities

1. Well-rounded in accountancy, budget preparation, management, treasury administration
2. Proven team management experience, leadership capacity and co-ordination skills
3. Excellent verbal and written communication skills
4. Good negotiation skills
5. Excellent interpersonal and conflict resolution skills
6. Self-motivated
7. Advanced computer literacy
8. Proficient in Microsoft Office Suite and financial accounting software.

Application along with Curriculum Vitae and copies of certificates should be **emailed** in **PDF** format no later than **4.00 p.m.** on **Tuesday 23rd, January 2024**, addressed to:

The Human Resource Officer
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd
Isaac T McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.

E-mail address: hr.officer@e-idcot.co.tt

Kindly state the position that you are applying for in the subject of the email.

Unsuitable applications will not be acknowledged.