



JOB VACANCY- ACCOUNTANT, RISK, AND INVESTMENTS

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, Risk, and Investments**.

Job Summary

The Accountant, Risk and Investments supports the Manager, Finance, and Investments in managing E-IDCOT's investment portfolio by processing investments, monitoring third-party activity, preparing tax documents, and providing financial consulting, while also identifying financial reporting risks, assessing processes, and analysing control activities in accordance with established policies and procedures.

Job Responsibilities

1. Assists the Manager, Finance, and Investments in determining the appropriate capital structure for the Company, initiating execution of all capital market transactions.
2. Maintains and reconciles the Company's investment accounts and creates detailed reports showing gains and losses.
3. Efficiently manages the Company's bank accounts, ensuring that all funds are appropriately banked for maximum efficiency and returns.
4. Tracks third-party activity related to the Company's investments, reporting on any activity that may negatively affect said investments.
5. Manages the Company's debt investments, including bonds, reconciling the books.
6. Arranges and makes recommendations regarding project financing for the Company's privately funded transactions.
7. Works closely with the Legal Department to conduct financing negotiations, ensuring statutory compliance in relation to the Company's financing transactions.
8. Performs financial modelling to develop the most optimal finance structure for any public-private-partnership to be undertaken by the Company, ensuring the cost of finance for the project is

- minimized and that cashflows are aligned with the project's requirements throughout all phases of development.
- 9. Manages banking and investment banking relationships, serving as the Company's representative to the investment community.
 - 10. Assists in the preparation of recommendations to be submitted to the Board regarding financials, audit matters, investments and strategic initiatives.
 - 11. Assesses compliance with accounting guidance and internal policies and the effectiveness of internal controls over key financial risks, performing walkthroughs with departmental process owners, documenting and assessing results.
 - 12. Facilitates, and performs as required, tests of controls, including Accounting and IT application testing and related documentation.
 - 13. Leads monthly compliance audits and prepares monthly compliances reports.
 - 14. Coordinates with the external audit team to provide support and assistance, as required.
 - 15. Assists with the preparation of SEC required reports and ensures accuracy of filings.
 - 16. Calculates tax obligations and prepares necessary tax documents and reports for submission as appropriate.
 - 17. Ensures that the Company maintains appropriate insurance levels and administers any and all liability claims.
 - 18. Performs research and documents proper accounting treatment for technical accounting issues, such as lease accounting and revenue recognition.
 - 19. Maintains and manages the systems which the Company utilizes to facilitate adherence to various compliance regulations, including oversight of data within these systems.
 - 20. Performs process reviews, as needed, to identify improvements that will reduce manual controls and improve control effectiveness and efficiency while reducing the cost of compliance.
 - 21. Assists with financial compliance training throughout all levels of the organization.
 - 22. Works closely with the Senior Procurement Officers and Investor Sourcing Strategist for the evaluation of tenders and tenancy applications respectively, developing appropriate financial criteria and application of ratios for assessing the financial risk of a proposed award of contract or lease.
 - 23. Supervises, coaches and mentors Assistant Accountant, Risk and Investments, ensuring compliance with governance and quality requirements, to successfully deliver all key milestones and outcomes.
 - 24. Establishes and maintains stakeholder relationships through effective communication, negotiation and issues management to ensure Company deliverables are met.
 - 25. Provides day-to-day support to Senior Management on finance and investment-related matters.
 - 26. Prepares written, oral, and graphic reports, photographic and other media presentations.
 - 27. Provides effective support and oversees direct reports consistent with the Company's Performance Management System and HR policies.
 - 28. 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.
 - 29. Performs any other duties as required by the job function.

Education and Job Experience

1. ACCA or equivalent professional designation; and
2. At least 5 years' experience in an investment environment, with at least 2 in a supervisory capacity.
3. Bachelor's Degree in Accounting or Finance will be considered an asset.
4. Experience in public-private-partnership arrangements will be considered an asset.

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

Knowledge, Skills, and Abilities

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