



JOB VACANCY- FINANCE OFFICER

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 **Finance Officer**.

Job Summary

The Finance Officer supports the Accountant, Finance in providing financial, administrative, and clerical 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. Maintains accuracy in all asset files by verifying and approving transactions initiated by the Assistant Accountants, Finance, including accounting data entry, deposits, and petty cash reconciliations including monthly cash counts.
2. Monitors and maintains the Company's Fixed Asset Register.
3. Prepares all Balance Sheet reconciliations for review by the Accountant, Finance.
4. Prepares monthly Management Accounts for review by the Accountant, Finance.
5. Prepares quarterly Financial Statements with analytical notes on variances for review by the for review by the Accountant, Finance for consideration by the Audit Committee.
6. Prepares Annual Financial Statements, Audit Schedules and liaises with independent auditors and external consultants for the execution of the annual financial audit.
7. Prepares, generates, and maintains payroll processing documentation, ensuring the accuracy of all information and adherence to policies and guidelines.
8. Manages the treasury function, including meeting short and long-term funding needs of E-IDCOT.

9. Monitors daily cash balances and determines cash requirements needed to cover losses and payments.
10. Coordinates all departments for the compilation and review of all financial information, prepares special reports and performs appropriate research.
11. Designs and prepares forecasts predicting the Company's financial future and current financial trends.
12. Supervises, coaches and mentors Assistant Accountants, Finance, ensuring compliance with governance and quality requirements, to successfully deliver all key milestones and outcomes.
13. Establishes and maintains stakeholder relationships through effective communication, negotiation, and issues management to ensure Company deliverables are met.
14. Provides day-to-day support to Senior Management on finance and investment-related matters.
15. Prepares written, oral, and graphic reports, photographic and other media presentations.
16. Provides effective support and oversees direct reports consistent with the Company's Performance Management System and HR policies.
17. 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.
18. Performs any other duties as required by the job function.

Education and Job Experience

1. Minimum ACCA Level 2 or Bachelor's Degree in Accounting or Finance; and
2. Minimum 5 years' experience in accounting, with at least 2 in a supervisory capacity.
3. Experience in public accounting 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.