

JOB OPPORTUNITY

Applications are invited to fill one (1) position of

Accountant *(one year contract)*

Department: Finance

Reports to: Senior Accountant

DUTIES AND RESPONSIBILITIES

1. Responsible for the accurate and timely preparation of payroll
2. Responsible for the preparation of accurate and timely monthly financial reports for the Ministries, Management and the Board
3. Assists the Senior Accountant and Management with the annual budget exercise
4. Supervises junior accounting staff in the day to day operations of the department including but not limited to
 - a. Overseeing cash and cheque disbursements
 - b. Posting and processing of journal entries
 - c. Updating accounts receivable and issuing invoices
 - d. Updating accounts payable
 - e. Ensuring entries are assigned to the proper accounts
 - f. Reconciliations
5. Performs monthly, quarterly and annual accounting activities
6. Assists the Senior Accountant and External Auditors with the annual Audit exercise
7. Ensures adherence to internal controls in the Department
8. Performs related work as required.

QUALIFICATIONS AND EXPERIENCE

- ACCA certification or equivalent
- At least five (5) years post qualification experience including at least two (2) years supervisory experience
OR any equivalent combination of qualifications and experience
- Experience using accounting software
- Public Sector Accounting experience will be an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of International Financial Reporting Standards
- Knowledge of regulations for statutory bodies
- Good communication and interpersonal skills
- A methodical approach to problem-solving
- Ability to prepare and interpret financial statements and reports
- Ability to apply accounting principles and procedures to public sector accounting systems
- Ability to plan, assign, review and supervise the work of a staff of non-professional accounting employees
- Ability to develop, evaluate, apply and review accounting systems, procedures and controls
- Ability to work effectively in a team
- Ability to establish and maintain effective working relationships with other employees and the public.
- Competence in the use of MS Office Suite

Applications should be submitted no later than Tuesday 12 December 2017 and addressed to:

*Senior Human Resource Officer
NIHERST
77 Eastern Main Road
St Augustine*

OR

*hr@niherst.gov.tt
Accountant vacancy*