



## **NOTICE OF VACANCY**

The Tobago Festivals Commission Limited is seeking to recruit suitably qualified and experienced candidates to fill the following positions:

- **Internal Audit Manager** (see below for Job Description)
- **Finance and Accounts Manager** (see below for Job Description)
- **Assistant Accounts Officer** (see below for Job Description)
- **Inventory Officer** (see below for Job Description)

Interested applicants are kindly asked to submit their CVs to [hr.tfcl@gmail.com](mailto:hr.tfcl@gmail.com). The name of the position applying for should be included in the subject of the email. The deadline for application is March 27, 2020 at 4:00 p.m.

### **INTERNAL AUDIT MANAGER**

Independently and objectively evaluates the organization's operations and assesses the adequacy of the system of internal controls for managing and mitigating risks. The IAM ensures compliance with relevant laws and regulations, corporate governance best practices and operating in an ethical manner. The individual must objectively assess the Company's business processes and assess the risks and the efficacy of its risk management efforts.

#### **KNOWLEDGE AND EXPERIENCE:**

- Proficiency in Microsoft Office Suite
- Exposure to and participation in specific auditing training, seminars and conferences.
- Excellent analytical and investigative skills with the ability to think and act independently.
- Knowledge of accounting principles and procedures.
- Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports
- 8 or more years' experience in a similar position.
- 8 or more years supervising staff at a professional level.
- Experience in a computerised environment and familiarity with computerised accounting systems, in particular QuickBooks.

#### **QUALIFICATIONS:**

- A Recognised professional auditing designation such as Certified Internal Auditor (CIA), Certified Professional Auditor (CPA) or Certified Information Systems Auditor (CISA).
- A professional certification in a related field (ACCA, CPA, CMA) or a first degree in Accounting, Finance or Business
- Sound understanding of IFRS (International Financial Reporting Standards) and IIA Standards for Professional Practice of Internal Auditing.
- Consideration will be given to any equivalent combination of qualifications, skills and experience.

### **FINANCE AND ACCOUNTS MANAGER**

This position has the responsibility of the provision of sound financial management, accounting support and finance support services to all Units within the Tobago Festivals Commission Limited. The incumbent will review, update and manage the Unit financial system and processes to ensure its efficiency and appropriateness to internationally accepted accounting standards.

#### **KNOWLEDGE AND EXPERIENCE:**

- At least 8 - 10 years' experience in an accounting and financial management environment
- At least 5 years' supervisory or managerial experience of an accounting team
- Detailed knowledge of the principles, techniques and practices of generally accepted accounting principles, International Financial Reporting Standards, local applicable tax laws and regulations
- Extensive knowledge and experience in financial and accounting functions and the use of finance and accounting software. Experience in Dynamics SL and HrP5 would be an asset.

#### **QUALIFICATIONS:**

- ACCA, CA, CIMA Professional qualification
- Post graduate training/education in Business Management, Finance and Economics or any other related discipline would be considered an asset

### **ASSISTANT ACCOUNTS OFFICER**

The Assistant Accounts Officer will provide support in the Finance and Accounting Unit in a range of general clerical, accounting and book-keeping support functions for the organisation utilizing where required the accounting package in use by the organisation.

#### **KNOWLEDGE AND EXPERIENCE:**

- Two (2) years' experience in a similar role

#### **QUALIFICATIONS:**

- BSc Accounting, Finance or CAT Qualification

### **INVENTORY OFFICER**

The Inventory Officer will have the responsibility for the receipt, storage and record keeping of the Company's goods and assets. The incumbent will also be responsible for purchasing goods on behalf of the Commission.

#### **KNOWLEDGE AND EXPERIENCE:**

- Knowledge of Storeroom methods and procedures
- Good communication and interpersonal skills
- Microsoft Office Suite competent inclusive of computer-based inventory skills
- Honest and dependable
- Excellent organisational skills
- Three (3) years' experience in Inventory Management

#### **QUALIFICATIONS:**

- Five CXC/G/CE O' Level Passes inclusive of Mathematics, English Language and Principles of Business or Principles of Accounts
- Diploma or equivalent in Stores/Inventory Management will be an asset