



TOBAGO HOUSE OF ASSEMBLY
POSITION DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: FINANCE AND ACCOUNTS COORDINATOR

JOB SUMMARY:

The incumbent will be responsible for the management and implementation of all the financial requirements relating to events which fall under the purview of the Tobago Performing Arts Company.

REPORTS TO:

Chief Executive Officer

SUPERVISION GIVEN TO:

Staff as required

DUTIES AND RESPONSIBILITIES:

- Prepares, examines and analyses accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develops, maintains and analyses budgets and prepares periodic reports that compare budgeted costs to actual costs.
- Prepares monthly financial management reports.
- Ensures financial transactions are entered in the accounting system.
- Monitors and controls expenditure and bank account balances to ensure bank account is not overdrawn.
- Ensures payments are made to suppliers and the necessary authorization and documentation are present.
- Maintains accounting controls and recommended policies and procedures to be implemented.
- Implements internal controls and ensures they are followed.
- Ensures financial information is secured.

- Liaises with internal and external Auditors and deals with any financial irregularities as they arise.
- Guides and directs accounting staff and coordinates their work activities.
- Advises management in a timely manner when to apply for releases from the Division of Tourism, Culture and Transportation – Tobago House of Assembly.
- Reconciles financial discrepancies by collecting and analysing financial information.
- Reports to the CEO regarding the finances of the Company.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE

- Knowledge of Exchequer and Audit Ordinance and Financial Regulations, and instructions of the Department as related to accounting needs.
- Knowledge of International Accounting Standards and other generally accepted accounting practices and procedures.

SKILLS AND ABILITIES

- Proficiency in the use of Microsoft Office and other Accounting Software.
- Good oral and written communication skills.
- Good report writing skills.
- High level of confidence and interpersonal skills.
- Ability to effectively manage and supervise a team.

MINIMUM EXPERIENCE AND TRAINING:

- A Bachelor's Degree in Finance, Accounting or any other related qualifications.
- Three (3) to five (5) years' experience working in an accounting field.
- At least three (3) years in a Supervisory position.