



Division of Community Development, Enterprise Development and Labour

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE:	ACCOUNTANT
UNIT/DEPARTMENT:	BUSINESS DEVELOPMENT UNIT
REPORTS TO:	MANAGER, ENTERPRISE ASSISTANCE FUND
JOB SUMMARY:	<p>The incumbent is responsible for the maintenance of the accounts and accounting data of the portfolio. The person shall work closely with the Manager, of the Unit for the management of the Enterprise Assistance Fund and Enterprise Assistance Grant Programme.</p>
DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Prepare monthly reports on the Enterprise Assistance Fund and Enterprise Assistant Grant Programme for submission to the Executive Council• Provide management and staff with any data/information regarding the Enterprise Assistance Fund and Enterprise Assistance Grant Programme• Post/reconcile bank statements• Clean up of Enterprise Assistance Fund Information systems• Preparation of financial statements for audit• Assist external auditors with queries and audits of the financial statement• Manage Emortelle (new loan management systems)• Assist in the preparation of request for releases• Prepare reports on status of expenditure• Manage the approval of loans and grant Emortelle• Audit the Loan and Grant databases and ensure accuracy and timeliness of posting of information• Prepare monthly reports for Loans and Grants including complete sectorial analysis of portfolio, and trends observed in the type of funding etc.
SKILLS, KNOWLEDGE AND ABILITIES	<ul style="list-style-type: none">• Knowledge of reconciliation process• Knowledge of Microsoft Suite• Knowledge Financial Regulations• Ability to work in teams• Ability to generate financial reports presented in various formats• Able to work with little supervision• Good understanding of credit and risk assessment

QUALIFICATIONS, TRAINING AND EXPERIENCE
<ul style="list-style-type: none">• A Bachelor's Degree in accounting or equivalent• Three (3) years' experience in a lending environment• Experience in micro credit lending will be an asset• Proficiency in the use of Microsoft Office Applications

Persons who meet the specified requirements are asked to submit their applications and resume along with all relevant certificates **no later than Friday 07th May, 2021** to:

**The Administrator
Division of Community Development, Enterprise Development and Labour
#10 Montessori Drive
Glen Road
Scarborough, Tobago**

Or via e-mail at dcdedl.hr@gov.tt

Unsuitable applications will not be acknowledged.