



**DIVISION OF SETTLEMENTS, PUBLIC UTILITIES AND RURAL DEVELOPMENT**  
**CAREER OPPORTUNITY**

The Division of Settlements, Public Utilities and Rural Development, Tobago House of Assembly, is seeking a suitably qualified individual **within the Tobago House of Assembly**, to fill the following position (on contract):

**MANAGEMENT ACCOUNTANT**

**JOB SUMMARY:**

- The incumbent is required to provide strategic financial support to the Administrator of the Division, thereby facilitating the effective monitoring and evaluation of various activities and initiatives in the Division.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Oversees the development of an effective financial management reporting system that will generate timely and reliable management information reports on a monthly basis.
- Assesses the Division's performances through balance sheets, income and expenditure statements to show its performance and financial state.
- Ensures that all financial procedures are communicated, understood and adhered to in the execution of all projects and activities executed by the Division.
- Plans, organizes, compiles, collates, analyses and presents data on subjects as requested or envisaged.
- Provides timely and accurate management reports related to the special projects undertaken by the Division.
- Assists in the development, preparation and presentation of the Division's Annual Capital and Recurrent Budgets/Estimates.
- Assist in the procurement of equipment, furniture and supplies and to oversee the development of a robust inventory and Fixed Asset Register.
- Develops appropriate monthly financial reports/statements to be distributed to the Secretary, Administrator and other senior managers.
- Advises on the preparation of requests for virements and the transfer of funds as required.
- Conducts variance analysis.
- Compiles the Division's Annual Financial Statement.
- Reconciles the Division's Bank Account once per quarter.
- Creates projections for financial requirements and suggest strategies for achieving desired short term, intermediate and long-term goals/results.

- Determines and appropriate accounting cycle in relation to the Division.
- Performs in-depth research/investigations into specific subject areas for the preparation of analytical reports including status reports, speeches, presentations for meetings and seminars.
- Assists with the tracking of work activities and the progress of on-going works/projects/programmes.
- Liaises internally with staff and externally with staff of other Divisions, in the gathering of data and the dissemination of information as circumstances dictate.
- Monitors and reports on the progress and implementation of decisions.
- Ensure adherence to the Government Financial Regulations.
- Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of budgeting and forecasting issues and techniques.
- Knowledge of the principles and practices of public sector management.
- Knowledge of the policies, rules, regulations, and procedures governing/directing and operations of Public Sector agencies.
- Knowledge of the organisation systems and structures of the Public Service.
- Knowledge of the current methods, procedures and techniques of government accounting.
- Knowledge of the principles, practices and techniques.
- Knowledge of computer and relevant software applications.
- Planning, managerial and organising skills.
- Ability to communicate effectively both orally and in writing.
- Ability to work under pressure and deadlines.
- Good critical and analytical skills.
- Good problem-solving skills.
- Good oral and written communication skills.
- Good report writing skills.
- Proficiency in the use of Excel and other Accounting software.

### **MIMIMUM EXEPERIENCE AND TRAINING:**

- A CIMA, CMA, or ACCA graduate from a recognized institution or any similar professional qualification with a minimum of at least five (5) to six (6) years' experience in financial/management accounting.
- Two (2) year' experience in a management position.
- Public sector management systems/programmes and training as evidenced by a certification in management/human resource techniques or any equivalent combination of experience and training.

**APPLICATIONS MUST BE SUBMITTED BY: July 04<sup>th</sup>, 2022**

Application along with curriculum vitae must be addressed to:

**The Administrator**

**Division of Settlements, Public Utilities and Rural Development**

**D Colosseum Building #2, Corner Bypass and Milford Road, Crown Point, Tobago**

**Or**

**Via email: [surpu@tha.gov.tt](mailto:surpu@tha.gov.tt)**

**Unsuitable Applications will not be acknowledged.**