



**TOBAGO HOUSE OF ASSEMBLY**  
**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

<b>JOB TITLE:</b>	<b>MANAGEMENT ACCOUNTANT</b>
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**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.

<b>REPORT TO:</b>	Administrator
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<b>SUPERVISION GIVEN TO:</b>	
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**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.
- Plan, 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.
- Assists 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 an 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:**

**KNOWLEDGE:**

- 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 organization 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.

<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Planning, managerial and organizing skills.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Ability to work under pressure and deadlines.</li> <li>• Good critical and analytical skills.</li> <li>• Good problem solving skills.</li> <li>• Good oral and written communication skills.</li> <li>• Good report writing skills.</li> <li>• Proficiency in the use of Excel and other Accounting software.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>• A CIMA, CMA, or ACCA graduand 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</li> <li>• Two (2) years' experience in a management position</li> <li>• 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.</li> </ul>	