



TOBAGO HOUSE OF ASSEMBLY
JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE:	MANAGEMENT ACCOUNTANT
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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.

REPORT TO:	Administrator
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SUPERVISION GIVEN TO:	
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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.

SKILLS AND ABILITIES	• Planning, managerial and organizing 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.
MINIMUM EXPERIENCE AND TRAINING: • 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 • Two (2) years' 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.	