



CARIBBEAN FISHERIES TRAINING AND DEVELOPMENT INSTITUTE

An Agency of the Ministry of Agriculture, Land and Fisheries

Finance Officer (Contract Position)

The Job

The successful candidate will be responsible for the effective operation of the Institute's Accounting Department. This involves administrative and technical work in the field of accounting covering areas of financial planning and control, revenue management and financial reporting. The position reports directly to the Principal.

Essential Duties and Responsibilities

- Plans, organizes, and directs the activities of the Accounting Department of the Institute
- Advises on all matters relating to Finance and Accounts of the Institute
- Has the responsibility for timely preparation of payrolls and ensuring that all statutory obligations are met
- Maintains administrative and technical control of the accounting system by ensuring the application of established principles and procedures for review and control
- Identifies by continuous observation and evaluation areas of shortfall in the accounting system and generates appropriate reports recommending remedial action
- Develops and maintains a manual of accounting procedures
- Interprets and explains to subordinates the Institute's policy matters, financial instructions, regulations and circulars.
- Completes Performance Appraisal Reports for each staff member under his/her purview
- Has the responsibility for the timely preparation of Estimates of Expenditure and Revenue and the Reconciliation of Accounts
- Generates financial statements and reports as required
- Evaluates legal and administrative machinery for revenue collection and control and makes recommendations for improvement or maintenance of this machinery
- Initiates annual audits of the Department
- Performs any other related duties as required

The successful candidate must have:

- ✓ A minimum of ACCA Level II or equivalent accounting qualification
- ✓ A minimum of five (5) years supervisory experience in an Accounting Department
- ✓ A working knowledge of Public Sector Accounting
- ✓ Proficiency with MS Office and financial software packages
- ✓ An innovative predisposition to respond to a changing business environment

Applications supported by resumes should be addressed to the Chairman and sent via email to: info@cfdi.edu.tt

Closing Date for Applications is December 28th 2020

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED