

JOB DESCRIPTION

JOB TITLE: Project Officer-Financials

JOB PURPOSE:

The incumbent is required to update and maintain our financial database and records, perform regular audits and account reconciliations, and provide customer support to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS:

- Reports directly to the General Manager - Construction Management Company.
- Direct Liaison with the Parent Company's Finance Division.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- Financial Liaison Person working directly with the Parent Company's Finance Division monitoring contractor's applications, processing of contractor payments and tracking of payments issued and outstanding to Contractors.
- Provides Financial and Administrative support to the General Manager e.g. preparation of monthly reports, financial reports and budgets reports etc.
- Prepares Financial Reports:
 - Work in Progress (Earned Value).
 - Development Financial Reports.
 - Annual Fiscal Retention Report.
 - Infrastructure Development Fund (IDF) request for Funds Report.
 - Paid and Outstanding monies owed to Contractors Report.
 - Projected Monies-vs-Actual Monies Report.
- Audit - Reviewing financial records, documents etc. to ensure their accuracy. Carry out account reconciliations. Reporting any financial or contractual discrepancies, errors, and/or contractor complaints.
- Provides financial and administrative support to all projects under the Design Bid, Design Builds, Design Build Finance and any other form/type of Projects/Programmes.
- Provides financial and administrative assistance to Project Managers and Quantity Surveyors with payments and queries.

QUALIFICATIONS AND EXPERIENCE:

- A Certificate in Accounts or Finance.
- A Certificate in Project Management or relevant Certification.
- A minimum of five (5) years of experience working in Finance/Accounting or in a similar role.
- A minimum of seven (7) years of experience working in a Construction related field or similar role.
- Excellent use of Microsoft Office Word, Microsoft Excel and Microsoft Access or similar software will be asset.

KNOWLEDGE AND SKILLS:

- Basic knowledge of Construction and Project Management.
- Knowledge of basic bookkeeping and financial transactions.
- Ability to use the internet to conduct research into programme/project related issues.
- Ability to establish and maintain effective working relationships with stakeholders and the public.
- Attention to detail and problem solving skills.
- Strong organizational and planning skills.
- Strong working ethics and ability to treat documents with confidentiality.
- Excellent analytical and reasoning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.

