

# Job Description

## **JOB TITLE: Junior Accountant**

### **JOB PURPOSE:**

The incumbent is required to provide financial and administrative services to ensure that payments are processed and disbursed within the established timeline and that all accounting controls and procedures are implemented to achieve the objectives of the Trinidad and Tobago Housing Development Corporation Construction Company Limited.

### **WORKING RELATIONSHIPS**

- Reports to the Accountant (Head).
- Works closely with services providers, internal and external stakeholders.

### **DUTIES & RESPONSIBILITIES:**

- Maintain accounts receivable, document bills and supporting documentation.
- Maintain accounts payable, ensure timely payment of invoices, confirm validity of the debt and gather appropriate signatures.
- Update financial records via accounting software.
- Gather payroll expenses and input into appropriate entry line.
- Prepare quarterly budget under the purview of senior management.
- Analysing financial statements and prepare balance sheets.
- Assists in examining journals and subsidiary ledgers to determine accuracy and compliance with financial regulations.

- Accurately reconciles all general ledger accounts, verifying sequencing of cheques in accordance with financial regulations and the Company's requirements.
- Prepares and submits reports in accordance with Company's requirements.
- Prepares and submits financial reports in accordance with financial regulations and the Company's requirements.

## **QUALIFICATIONS AND EXPERIENCE:**

- Professional Accounting Qualification (Certified Professional Accounting (CPA); Association of Chartered Certified Accountants (ACCA) Level two (2); or Bachelor's Degree in Accounting, Finance, Business Administration, Economics; or equivalent qualification in a related discipline;
- Five (5) years in a similar position with at least two (2) years with supervisory experience; or
- Equivalent combination of training and experience.

## **KNOWLEDGE AND SKILLS:**

- Knowledge of the principles of office management and financial administration relevant to the operations of the Company.
- Knowledge in applying the International Financial Reporting Standards (IFRS) and Exchequer and Audit Ordinance and other financial rules and regulations relevant to the operations of the Company.
- Good organizational, negotiating and analytical skills.
- Detailed oriented.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

**PHYSICAL REQUIREMENTS:**

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