

# **JOB OPPORTUNITY FINANCE MANAGER**

**DIVISION: FINANCE**

**REPORTS TO: GENERAL MANAGER, FINANCE**

**POSITION SCOPE:**

The Finance Manager directs and leads the day-to-day management of the Finance Department to ensure accuracy and timeliness of information as well as to ensure compliance with Audit standards.

**KEY DUTIES AND RESPONSIBILITIES:**

- Monitors, reviews and assesses policies and procedures, as well as establish control processes for financial systems within the Corporation.
- Manages the Revenue Reporting, Franchise and International Accounting, Cost Accounting, Treasury, Accounts Receivable, Accounts Payable and Monitoring Unit functions to ensure timely delivery and data entry for reporting purposes.
- Coordinates month-end reporting process and ensures full integrity of the Corporation's financial statements.
- Manages and consolidates annual financial statements for auditing; this audit must be completed in a comprehensive and timely fashion
- Provides input towards and has overall ownership of the corporate budgeting process
- Reviews expenses on a monthly basis and ensure that variances are explained in a timely manner.
- Supports strategic reviews of existing business, as well as exploration of new opportunities and advises General Manager, Finance accordingly.
- Ensures compliance with all statutory and taxation laws
- Effectively manages credit control and credit-granting procedures
- Manages cash controls over retail network; ensures network is in compliance with cash control procedures
- Prepares reports for distribution to the Ministry of Public Utilities; serves as the TTPost finance point of contact
- Provides ad hoc decision support to report to management
- Communicates TTPost's vision, goals and targets to the department's employees, ensuring that employees' roles and standards of performance are clearly advised
- Ensures that HR policies and practices, and in particular good industrial relations practices, compliant with the collective bargaining process/agreement are followed

**EDUCATION:**

- ACCA or equivalent professional accounting qualification

**EXPERIENCE:**

- Seven (7) years experience in senior financial management with at least three (3) years supervisory experience
- Experience with Public Sector Accounting will be an asset

The closing date for applications is **November 27, 2015**

*Please note that unsuitable and late applications will not be acknowledged.*

Applications should be addressed to: -

**Human Resource Manager (Ag.)  
Human Resources Division  
Trinidad and Tobago Postal Corporation  
National Mail Centre  
240-250 Golden Grove Road  
Piarco, 350462**