



Trinidad and Tobago  
Postal Corporation

## **JOB OPPORTUNITY FINANCE ANALYST**

**DIVISION: FINANCE**

**REPORTS TO: FINANCE MANAGER**

**POSITION SCOPE:**

The Finance Analyst monitors the various departments within the Finance Division and makes a major contribution to the overall analysis of the Corporation's finances. The position also provides support to the monthly financial reporting process.

**KEY DUTIES AND RESPONSIBILITIES:**

- Assists in the development of policies, procedures and controls for the Division and proactively updates as required to ensure alignment with the Corporation's objectives.
- Assists in the preparation of audit schedules for annual external audit and assists in co-coordinating the year-end close off process.
- Provides critical support in the monthly financial reporting process, including analysis of significant revenue and expenditure items; reports on variances (actual versus budget); reviews month-end statements for anomalies prior to release.
- Oversees and signs off on various reconciliations on a monthly basis (Accounts Receivable, Accounts Payable, Bank/Investment accounts, Fixed Assets, Inventory, Statutory Payables, other General Ledger accounts. Reviews and signs off on adjusting journals prior to posting to General Ledger.
- Reviews Aged Trade Receivables and Aged Trade Payables on a monthly basis, ensuring that the provision for bad debt is adequate and makes appropriate recommendations.
- Provides analytical and administrative support in the development, maintenance and reporting on departmental budgets.
- Updates data, trends and statistics for the purpose of business analytics, to support departmental reporting and decision making.
- Supervises, mentors and coaches Accounts Supervisors and by extension, Accounting Assistants to assist them in identifying various accounting and other issues and developing possible solutions.
- Liaises periodically with internal budget holders to ensure that they understand their responsibilities and lends accounting support as required
- Monitors, appraises and disciplines assigned staff as required.
- Monitors and ensures adherence to health, safety and environmental rules, regulations and guidelines.
- Performs other related duties that may be required by the job function.

**EDUCATION:**

- Completion of ACCA Fundamentals Level (Knowledge Module & Skills Module) or equivalent combination of education and experience

**EXPERIENCE:**

- At least three (3) to five (5) years experience in a senior financial management position
- Proven management experience in the design, development, interpretation and analysis of financial systems and financial information
- Experience in developing accounting policies, procedures and internal controls
- At least three (3) years experience managing a team of people
- Accounting experience in a public sector organization/statutory body is desirable

**ESSENTIAL SKILLS / ATTRIBUTES:**

- Strong knowledge of International Financial Reporting Standards
- Proficient in the use of Microsoft Excel, Word and Outlook
- Excellent analytical and report writing skills
- Proficient in the use of accounting software packages
- Working knowledge of applicable laws and regulations
- Excellent communication and interpersonal skills
- Strong attention to detail and ability to meet deadlines
- Trustworthiness and confidentiality
- Dependability and flexibility
- A positive attitude with an ability to adapt and manage change
- Ability to mentor and coach staff

The closing date for applications is **January 31, 2019**.

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

Applications should be addressed to: -

**General Manager Human Resources  
Human Resources Division  
Trinidad and Tobago Postal Corporation  
National Mail Centre  
240-250 Golden Grove Road  
Piarco, 350462  
Trinidad and Tobago**