



The Medical Board of Trinidad and Tobago is seeking to recruit an Accountant with our organization. If you are interested, please forward a cover letter with your detailed Curriculum Vitae to the email medicalboardoffice1@gmail.com by 14th June 2024.

VACANCY FOR AN ACCOUNTANT

The role of the Accountant will be reporting to the General Manager, and is primarily responsible for managing the financial transactions of the company, monitoring and control of cash flows and reporting on the company's financial position.

Duration: Three (3) year Contract

Key duties and responsibilities:

- Prepares management accounts;
- Prepares the organization's budget, forecast and variance analysis;
- Prepares other third-party reports and information requests such as Registrants balances;
- Manages sub-ledgers and preparation of monthly reconciliations;
- Develop and implement procedures and policies for the accounting functions to ensure adherence to present accounting practices, policies and systems;
- Prepares audit schedules and liaises with external auditors for annual audit;
- Manages and supervises the Accounting Functions within the department to ensure the timely processing of information and resolves any routine problems which may arise;
- Complies with the various statutory bodies and ensures that all statutory payments are made on a timely basis including VAT, Business Levy, Green Fund, PAYE, Health Surcharge and National Insurance;
- Responds to and resolves all issues arising with the Financial Institutions, Board of Inland Revenue and other external parties relevant to the Accounting Functions;
- Prepares ad hoc reports for management as required;
- Present financial matters to the Finance Committee and the Council when requested.

Qualifications & Experience:

- Completion of ACCA Level 3;
- Minimum of three (3) years' relevant experience in financial reporting;
- Experience with implementing automated accounting systems including designing chart of accounts;
- Supervisory experience;
- Experience with Accounts Receivables is a plus.

Knowledge, Skills and Abilities:

- Knowledge of IFRS;
- Knowledge of financial controls;
- Working knowledge of Microsoft Office Suite, specifically MS Word, advanced MS Excel and PowerPoint;
- Working knowledge of operating accounting systems.