



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

## JOB DESCRIPTION

### ACCOUNTING ASSISTANT (PROGRAMMES)

<b>Job Title:</b>	Accounting Assistant (Programmes)	<b>Department:</b>	Programme & Technical Services
<b>Reports To:</b>	Project Manager	<b>Based At:</b>	Head Office
<b>Job Purpose</b>			
The incumbent is required to coordinate and manage the financial aspects in relation to all Company projects. Functions include preparing financial documents, reviewing project accounts and reconciling project expenses.			
<b>Key Accountabilities and Responsibilities</b>			
<ul style="list-style-type: none"><li>• Records and files all invoices related to assigned projects according to established systems.</li><li>• Prepares and submits all documents relating to contracts and projects to Accounts Receivables for invoicing.</li><li>• Prepares relevant payment memos with supporting documents for payment to Contractors and follows up with Accounts Payables to ensure payment.</li><li>• Prepares and submits to management Project Profitability Reports.</li><li>• Investigates budget variances in relation to cost efficiencies, overruns and make recommendations on same.</li><li>• Reviews all project accounts totals related to assets and expenses.</li><li>• Reconciles project expenses and invoices to ensure that they are in line with contract arrangements, cash flow schedules, deliverables and budgets.</li><li>• Compares and contrasts project planning budgets against actual expenses project record data and contract content.</li><li>• Reviews time sheets for work related to all projects.</li><li>• Reviews and reports on all PSIP funding for projects.</li><li>• Reviews all projects contracts in relation to financial implications.</li><li>• Collaborates and assists with preparation of cost / budgets related to new projects and summary reports, highlighting cost variances against actual budgets.</li><li>• Liaises with Project Manager regarding contract documents, contract modifications, approvals and any additional service related to projects.</li><li>• Reports regularly to the Project Manager concerning contracts, invoices and payments.</li><li>• Attend all relevant project review meetings with Contractors and Project Manager to verify budgets, cost to date and estimated cost completed. Documenting and resolving variances as appropriate</li><li>• Performs special assignments and other related work, as may be required.</li></ul>			



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<b>Qualification and/or Experience</b>	
<ul style="list-style-type: none"><li>• Minimum of seven (7) years of accounting experience.</li><li>• ACCA Level II or equivalent in accounting or business.</li><li>• Any equivalent combination of qualifications, skills and experience will be considered.</li></ul>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• Knowledge of relevant government financial rules, regulations and procedures.</li><li>• Knowledge of the project structure in a client/ consultant business environment.</li><li>• Knowledge of principles and practices of organization, planning, records management and general administration.</li></ul> <p><b>Skills and Abilities:</b></p> <ul style="list-style-type: none"><li>• Proficient with computer spreadsheet packages and general accounting software.</li><li>• Ability to communicate effectively both orally and in writing.</li><li>• Ability to work well with others under deadline situations and respond to changes in priorities.</li><li>• Strong communication skills both verbal and written, including the ability to convey complex financial issues to non-financial users.</li><li>• Ability to handle multiple projects simultaneously.</li><li>• Ability to prioritize, manage time and consistently meet deadlines.</li><li>• Ability to work independently, take initiative, and set priorities.</li><li>• Ability to employ problem-solving skills and analysis to all activities.</li></ul>