



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

FINANCE MANAGER

Job Title:	Finance Manager	Department:	Finance and Corporate Services
Reports To:	General Manager Finance and Corporate Services	Based At:	Head Office

Job Purpose:

The incumbent will have the responsibility for, the finance team and oversight of the Company's financial activities, reviewing financial analyses, and reporting through the department Head to the Board of Directors.

Key Accountabilities and Responsibilities

- Ensures the compliance with all financial/accounting policies, procedures, and effective internal controls.
- Maintains and develop close working relationships with all key personnel.
- Liaises with the Internal Auditor for the purpose of exchanges and observations.
- Makes recommendations to the General Manager Finance and Corporate Services to improve the Financial/Accounting Policies, Controls and Procedures.
- Trains subordinate staff (specifically) and other staff so far as it is necessary to implement new financial policies, procedures and controls to improve the efficiency and effectiveness of the operations of the accounting and other departments.
- Institutes such checks and balances into the system so as to ensure accuracy in the figures produced.
- Ensures that all required reports are submitted according to stipulated deadlines.
- Oversees the Inventory/Stocktaking process and conducts periodic reviews on the system.
- Compiles monthly financial accounting reports for the General Manager Finance and Corporate Services.
- Produces recurrent Draft Estimates for Landfill Operations to the various Ministries.
- Any other related duties/responsibilities as may be delegated by the General Manager Finance and Corporate Services.
- Provide strategic support to senior management on key business proposals, capital projects and budgetary controls.
- Coordinate the accounting process to provide timely preparation and delivery of reliable financial management information that shapes and influences decision-making.
- Responsible for the preparation of the Strategic Budget aligned to the company's Strategic Plan and the preparation of the Annual Budget.
- Monitors budgets, investigate actual against projected budgets and provide analyses on variances.
- Assist in the review, monitor and assessment of business cases/projects and their budgets.



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- Conduct monthly solvency, liquidity, profitability, sales and other relevant ratio analysis to assist overall planning and evaluation of said plans.
- Effectively manages departmental staff to achieve set objectives.
- Any other related duties/responsibilities as may be delegated by the General Manager Finance and Corporate Services or senior management.

Qualification, Knowledge and or Experience:

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| <ul style="list-style-type: none">• ACCA or CIMA qualification• MSc in Financial Analysis would be considered an asset• Five (5) years relevant post qualification experience in the field of Finance/Management Accounting with at least three (3) years at a senior level.• Working knowledge of Financial Information Management Systems, Investment and Managing a team.• Experience using Solomon and Microsoft Dynamics and any other accounting software will be an asset• Experience with external audit procedures and requirements | <ul style="list-style-type: none">• Results-oriented• Working experience in a public sector environment• Experience interacting with Board of Directors• Excellent attention to detail• Strategic and critical thinker• Excellent oral and written communication skills• Proficient in MS Office Suite• Ability to analyse and present financial data• High level of integrity and work ethics• Ability to work under pressure |
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