

# Executive Search & Selection

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Contact:  
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Our client, the Trinidad and Tobago Trade and Investment Promotion Agency invites applicants for the position of:

## Head - Finance and Corporate Services

The Head of Finance & Corporate Services is responsible for overseeing the investment, financial performance and corporate services portfolio of the agency and for ensuring that internal controls are in place to maintain financial viability, efficient corporate services to support work plan implementation and that systems are effective and efficient to meet financial goals. Work involves overseeing the formulation of accounting-based policies, participating in strategic planning for the organisation, staff development, providing technical advice and performing strategic.

### Qualifications and Experience:

- Chartered/Certified Accountant (Attainment of ACCA, CMA or CIMA)
- Master's Degree in Management, Finance, Business Administration or related field would be an asset
- 7-8 years experience in financial management with at least three (3) years post- qualification accounting experience at the management level
- Extensive/Expert knowledge of finance and accounting principles and techniques; payroll systems and reporting; and preparation of financial statements and reports
- Proficiency in the use of Microsoft Office Suite and other standard word-processing programmes, spreadsheets, and accounting databases

### Key Accountabilities:

- Support the development and execution of corporate strategies, goals, and initiatives
- Oversee the investment and financial performance of the Agency
- Oversee, monitor and manage the Agency's finances
- Manage and direct financial reporting and record keeping of the Agency, as well as the provision of facilities management services in accordance with OSHA
- Create quarterly performance reports for all accounts
- Oversee financial monitoring and reporting (including monitoring expenses and revenues, reviewing and upgrading existing procedures, ensuring production of appropriate financial reports for internal and external clients)
- Provide guidance and participate in performance management, coaching and development, and disciplinary proceedings

Please forward a detailed resume in Word (doc.) format in confidence to:

PricewaterhouseCoopers Limited (PwC)  
Executive Search.

Email: [tt\\_recruitment@pwc.com](mailto:tt_recruitment@pwc.com)

**Closing date: 4 November, 2024**