

# Executive Search & Selection

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

## **Manager, Finance and Accounting**

The Manager, Finance and Accounting is responsible for providing strategic leadership and direction and managing the Finance and Accounting functions of the Agency and overall responsibility for the Finance and Accounting Division. Work involves establishing and supervising the adherence to accounting policies and procedures, preparation of forecasts, financial statements and other reports, monitoring accounts, cash management, managing budgets and assisting in developing strategies and plans for the long-term benefit of the Agency.

### **Qualifications and Experience:**

- B.Sc. in Finance/ Accounting or Chartered/Certified Accountant (Attainment of ACCA, CMA or CIMA)
- M.Sc./MBA in Finance or Business Management with specialisation in Finance/Accounting would be an asset
- 5-6 years experience in financial management with at least three (3) years post- qualification experience working at the management level in the Accounting field.
- Extensive/Expert knowledge of finance and accounting principles, techniques and processes
- Specialist knowledge of computerised accounting programs, Microsoft Office Suite and Peachtree Accounting Software Micropay.

### **Key Accountabilities:**

- Develop and implement the Agency's Finance strategies, policies and procedures.
- Strategic advice, support, and recommendations to enable informed decision making and strategy development.
- Cash/Working Capital Management
- Monitor the Agency's finances/cash flows for new business, operational expenses and debt service obligations.
- Prepare budgets and financial presentations.
- Monitor the effective recording of all key processes, ledgers and logs within the Finance and Accounting Division.
- Special projects relevant to the Agency's finance function as part of the project team.
- Lead the financial reporting efforts of the Agency including reports for Management, Board and Line Ministry/Ministry of Finance and manages the overall Financial Reporting Process for the Agency.
- Support human resource management by participating in the performance management and disciplinary processes to resolve matters

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: 25 November, 2024**