



Treasury Division Ministry of Finance

CONTRACT FOR SERVICES

Applications are invited from suitably qualified persons for **Contract for Services** as **Finance Specialist** in the Treasury Division, Ministry of Finance, for the Project to implement an Integrated Financial Management Information System (IFMIS) for Government.

FINANCE SPECIALIST

The Finance Specialist will be responsible for the overall financial administration of the Project as well as the following:

- Establishing and maintaining adequate financial, accounting, and internal control systems. Prepare payments, reports and other documents necessary and financial statements as required. Manage and update an accounting system that allows the identification of the sources and uses of project funds;
- Maintaining updated financial statements and audit reports;
- Arranging for disbursements and reimbursement of funds;
- Preparing annual audited financial statements on project expenses;
- Preparing justification for and monitoring expenses of the project;
- Coordinating and administering the project's financial system;
- Maintaining updated financial statements and audit reports to support disbursement requests;
- Working with the Chief Technical Coordinator to prepare quarterly financial statements for distribution to the relevant authorities;

Required Skills and Core Competencies:

The Finance Specialist must possess the following:

- Masters in Accounting and/or corresponding ACCA Accreditation or equivalent;
- Minimum of 5 – 7 years' experience in accounting/audit with 3 - 4 years in public accounting and public finance administration;
- Comprehensive knowledge and experience with the financial practices and procedures of Government;
- Proficient in the use of MS Office applications, including Word, Excel, Power-Point and expertise in Accounting Management software programmes;

- Ability to be accurate and thorough in the analysis and preparation of financial records and reports;
- Ability to prioritise and accomplish multiple tasks in a timely manner and meet deadlines; and
- Superior oral and written communication skills and in-depth knowledge of auditing and accounting principles. Strong interpersonal skills and sound, objective judgment.

Other Knowledge, Skills and Abilities Required:

- Ability to prepare, analyse, interpret, and evaluate financial reports and accounting records;
- Maintain and reconcile accounts, journals, registers;
- Effectively and discreetly handle confidential information;
- Ability to interact professionally and establish and maintain effective working relationships with team members, suppliers, vendors, other government agencies, and other stakeholders;
- Ability to handle multiple tasks within tight timelines;
- Sound knowledge of Public Sector Financial rules, regulations, procedures and procurement policies; and
- Knowledge of the Inter-American Development Bank (IDB) operating procedures, guidelines and reporting requirements.

Submit your Application, Curriculum Vitae and copies of relevant qualifications by Monday September 12, 2016 to:-

**Contract for Services
Comptroller of Accounts
Treasury Division
Ministry of Finance
No. 1 St Vincent Street
Port of Spain**

www.finance.gov.tt

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED