

CIRCULAR MEMORANDUM

No. 5/2024

F: 1/7/3 Temp. No.8

From: Permanent Secretary, Ministry of Finance
To: Permanent Secretaries and Heads of Departments
Date: 22nd August, 2024
Subject: **Notice of Vacancy for the office of Assistant Treasury Officer (Range 31C), Treasury Division, Ministry of Finance**

I shall be grateful if you will bring this Circular Memorandum to the attention of the members of your staff on the staff establishment of your Ministry/Department.

Applications are invited from suitably qualified officers in your Ministry/Department for the office of **Assistant Treasury Officer (Range 31C), Treasury Division, Ministry of Finance**.

Particulars relating to the office are outlined below:

Minimum Experience and Training Requirements:

Some experience in treasury accounting/management work and training as evidenced by a General Certificate of Education, Ordinary Level, with passes in five subjects, two of which must be English Language and Mathematics; or any equivalent combination of experience and training.

Distinguishing Features of Work:

An employee in this class performs less complex line aspects of treasury accounting and treasury management functions. Work involves the carrying out of routine treasury accounting duties at a sub-professional level as well as simple first line checks to ensure that treasury accounting procedures are adhered to by Government Ministries and Departments and where necessary drawing the attention of a supervisor to discrepancies. Duties may also include the supervision of a small group of clerical subordinates. The employee works within a prescribed schedule and established procedures but instructions on new assignments are given by a technical superior who reviews work for efficiency and adherence to accounting deadlines and procedures through observations, review of records and accounting statements.

Salary:

Range 31C: \$8,194.00 to \$9,947.00 per month (2013).

Applications from officers holding permanent appointments in the Public Service should be made on the Application for Promotion Form. Temporary officers should use the Application for Employment Form.

Interested officers who hold permanent appointments must send their applications through their Permanent Secretaries or Heads of Departments for endorsement/recommendation and submission to *The Permanent Secretary, Ministry of Finance*. Interested officers, who hold temporary appointments, must send their applications through their Permanent Secretary/Head of Department for submission to *The Permanent Secretary, Ministry of Finance*.

Copies of relevant documents must accompany ALL applications as stipulated on the Application Checklist attached to this Notice.

Applications **MUST** be submitted through the Permanent Secretary or Head of Department within sufficient time in order to be received by *The Permanent Secretary, Ministry of Finance* on or before but not later than September 13, 2024 to:

**Attention: Director, Human Resources
Permanent Secretary, Ministry of Finance
Level 7, Finance Building, Eric Williams Financial Complex
Independence Square South, Port-of-Spain**

Applications must be dropped into the Box labelled "Applications for the office of Assistant Treasury Officer, Treasury Division, Ministry of Finance". This box is located on the **GROUND FLOOR** of the Ministry of Finance, Eric Williams Finance Building, Independence Square, Port-of-Spain.

Applications received after the closing date will not be considered.

For further details, officers wishing to apply can access the Notice of Vacancy, Application Forms, Job Specification and the Application Checklist at:-

- the Ministry of Finance; and
- on the websites of the Service Commissions Department at www.scd.org.tt and the Ministry of Finance at www.finance.gov.tt

CLOSING DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF FINANCE: 13th September 2024.

Officers who have applied previously and who still wish to be considered for appointment to the office are advised to re-apply in response to this Notice. Your application should be dated and submitted within the period of this Notice of Vacancy.

SHOULD OFFICERS NEGLECT TO ATTACH/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS, EXPERIENCE AND TRAINING AS OUTLINED IN THE APPLICATION CHECKLIST, THE PERMANENT SECRETARY WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.


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Permanent Secretary, Ministry of Finance



SERVICE COMMISSIONS DEPARTMENT

Application for Promotion Checklist

In order for an officer's **Application for Promotion** to be considered completed and therefore eligible, the following documents are required:

- Signed Application Form
- Dated Application Form
- Updated Curriculum Vitae
- Birth Certificate

NOTE: If the Birth Certificate does not carry a First Name or the name stated on the Birth Certificate is incorrect in any way, an Affidavit must be attached

- Marriage Certificate
- Affidavit pertaining to any omission of name from Birth Certificate or any other legal documents
- Deed Poll/Legal Documents pertaining to any change/omission of name
- Documentation showing proof of citizenship (*if not born in Trinidad and Tobago*)
- Two (2) references with contact information
- Academic Certificates

APPLICANTS ARE ADVISED:-

- that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined in the Curriculum Vitae and attached;
- to ensure a **VALID telephone number**, postal address and email contact are to be provided for both Applicant References;
- to apply for each office on a separate Application Form;
- copies of all supporting certificates/documents must be submitted with the application;
- that the Application for Promotion Form must be endorsed by the Permanent Secretary or Head of Department before submission to the Service Commissions Department;
- that all copies must be legible and clearly printed; and
- to check regularly for updates on the Service Commissions Department's website.



SERVICE COMMISSIONS DEPARTMENT

Application for Employment Checklist

In order for person's **Application for Employment** to be considered complete and therefore eligible, the following documents are required:

- Signed Application Form
- Dated Application Form
- Updated Curriculum Vitae
- Birth Certificate:-

NOTE: If the Birth Certificate does not carry a First Name or the name stated on the

Birth Certificate is incorrect in any way, an Affidavit must be attached

- Marriage Certificate
- Affidavit pertaining to any omission of name from Birth Certificate or any other legal documents
- Deed Poll/Legal Documents pertaining to any change/omission of name
- Documentation showing proof of citizenship (*if not born in Trinidad and Tobago*)
- Academic Certificates
- Two (2) references with contact information
- Certificate of Good Character (**receipt accepted**)

APPLICANTS ARE ADVISED:-

- that detailed information and relevant experience as it pertains to the office advertised should be clearly outlined in the Curriculum Vitae and attached;
- to ensure a **VALID telephone number**, postal address and email contact are provided for your reference;
- to apply for each office on a separate Application Form;
- copies of all supporting certificates/documents must be submitted with the application;
- that persons who hold temporary appointments in the Public Service must forward their Application for Employment Form through their respective Permanent Secretaries or Heads of Department for onwards submission to the Service Commissions Department
- that all copies must be legible and clearly printed; and
- to check regularly for updates on the Service Commissions Department's website.

ASSISTANT TREASURY OFFICER**Kind of Work**

Technical work in the field of accounting.

Distinguishing Features of Work

An employee in this class performs less complex line aspects of treasury accounting and treasury management functions. Work involves the carrying out of routine treasury accounting duties at a sub-professional level as well as simple first line checks to ensure that treasury accounting procedures are adhered to by Government Ministries and Departments and where necessary drawing the attention of a supervisor to discrepancies. Duties may also include the supervision of a small group of clerical subordinates. The employee works within a prescribed schedule and established procedures but instructions on new assignments are given by a technical superior who reviews work for efficiency and adherence to accounting deadlines and procedures through observations, review of records and accounting statements.

Examples of Work

Maintains general books of accounts such as cash books, voucher and cheque registers, general ledgers and journals; posts entries to such books from supporting records; adjusts entries and prepares statements.

Reconcile subsidiary statements with main ledgers, prepares trial balances/schedule of accounts.

Checks mathematical computations made by subordinate clerical staff.

Maintains current personal records, keeps appropriation accounts, prepares minutes relating to loans and advances and posts deductions.

Collates and prepares particulars of contributions to various funds.

Investigates and makes arrangements for correction of accounting discrepancies and breaches of Treasury control regulations by government ministries, departments, statutory bodies.

Assists in the collection of information for annual estimates, Cabinet Notes and financial statements to advisory bodies.

Corresponds with Ministries and other Government Departments on various accounting matters.

Performs related work as may be required.

Required Knowledge, Skills and Abilities

Knowledge of office methods and the use of standard office equipment, including accounting machines.

Some knowledge of the principles and practices of accounting.

Some knowledge of the Exchequer and Audit Ordinance and Financial regulations and instructions.

Skill in the operation of simple office machines used in bookkeeping and the maintenance of accounts.

Ability to make mathematical computations, maintain simple accounting and bookkeeping records and to prepare reports and statements from such records.

Ability to apply Treasury regulations and controls in the examination of accounting information supplied by government Ministries/Departments.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, members of the public and of government departments and ministries.

Minimum Experience and Training

Some experience in treasury accounting/management work and training as evidenced by a General Certificate of Education, Ordinary Level, with passes in five subjects, two of which must be English Language and Mathematics; or any equivalent combination of experience and training.



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

APPLICATION FOR EMPLOYMENT		Do not write in this space		Identification Card Number	
1. State the position required			2. Date from which available		
3. Surname		Given Names		Maiden Name (if any)	
4. Present Address			5. Telephone		
6. Date of Birth		7. Country of Birth		8. Nationality at birth	9. Present Nationality
A copy of the original Birth Certificate must be furnished. Neither a Certificate of Registry of Birth nor a Baptismal Certificate is sufficient.					
10. Have you taken up legal permanent resident status in any country other than that of your nationality? Yes <input type="checkbox"/> No <input type="checkbox"/> If answer is "Yes", which country?					
11. Have you taken any legal steps towards changing your present nationality? Yes <input type="checkbox"/> No <input type="checkbox"/> If answer is "Yes", explain fully.					
12. Sex	13. Height	14. Weight	15. Language	16. Marital Status	
Male <input type="checkbox"/>				Single <input type="checkbox"/>	Married <input type="checkbox"/>
Female <input type="checkbox"/>				Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>
				Widow(er) <input type="checkbox"/>	
17. Father's name (even if deceased)			18. Father's Occupation		
19. Father's address			20. Mother's Maiden name (even if deceased)		
21. Names of Dependants		Date of Birth (Day, Month, Year)		Relationship	
22. EDUCATION-Mention the schools, Colleges, etc., at which you received your Education. Only copies of original Certificates, academic documents, etc., must be submitted.					
Institutions	Date of		Examinations Passed and Year	Certificates/Diplomas Obtained	
	Entry	Leaving			

23. Professional qualifications, Membership of professional Societies and Military Service

24. EMPLOYMENT RECORD (State last job first). Use separate sheet if required

Employer's Name and Address	Position Held	Final Salary	Period	
			From	To

25. DISABILITY

26. Have you been charged or convicted for the violation of any law (excluding minor Traffic Offences)? Conviction does not automatically exclude you from consideration for employment. You will be given the opportunity to explain any conviction.

Yes No

27. OTHER INFORMATION

I certify my replies above are true, complete and correct to the best of my knowledge and belief. I understand that any false statements or the withholding of any relevant information may provide grounds for the withdrawal of any offer of an appointment or for its immediate cancellation if such an appointment had already been accepted. I am prepared/not prepared to serve in any part of Trinidad and Tobago.

28. Date:

Signature:

29. TESTIMONIALS-Copies of the original must be submitted.

Name	Address	Telephone No.

APPLICATION FOR PROMOTION IN THE PUBLIC SERVICE

1. Position Desired

2. Family Name First Name Middle Name Maiden Name, if any

3. Present Address (Residents)

4. Date of Birth

Day	Month	Year
<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

5. Sex

Male

Female

6. Marital Status

Single Separated

Divorced Married

Widow(er)

7. Nationality

8. Substantive post and salary Range

Ministry/Department

9. If not performing in substantive post, state whether:

Acting Assigned Seconded

Posting and salary Range

Ministry/Department

10. Education/Training and Qualification (include non examination of non certificate courses taken)

Schools/Institutions
Attended

Date of

Entry	Leaving
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Relevant training courses taken, Examination passed,
Degree/Diploma/Certificate obtained
(detail subjects, grades and dates obtained)

11. Experience (in chronological order)

Post	Organisation, Ministry or Department	From	TO	Duties (describe briefly)

12. Other relevant information

Date

Signature.....

FOR OFFICIAL USE ONLY

Name of Applicant:

13. Comments of Head of Division

Date..... Signature..... Post.....

14. Comments of Permanent Secretary

(a) State whether officer could be released immediately on selection for acting appointment or promotion

(b) State the period covered by the last Staff Report submitted to the Director of Personnel Administration on this officer's work and conduct

(c) State whether any disciplinary action is taken or contemplated against this officer? If yes, give details

(d) Other comments (if any)

Date..... Signature..... Post.....

NOTICE TO STAFF

Officers applying on the **Application for Promotion** forms for posts advertised by the Service Commissions Department/Ministry of Finance are required to ensure that the applications are signed by their relevant Head of Department and the Permanent Secretary, Ministry of Finance **prior** to placing in the Box for collection of the applications which is situated on the Ground Floor, Eric Williams Finance Building, Independence Square, Port-of-Spain.

Human Resource Management Division