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| DEPARTMENT: | Finance Department |
| LOCATION: | 51 A Railway Road, Cunupia, Trinidad and Tobago |
| JOB TYPE: | Office Based |
| JOB TITLE: | Manager - Finance |
| DIRECTLY REPORTS TO: | Vice President – Finance |
| OVERSEEING ELT MEMEBR: | Vice President – Finance |

JOB SUMMARY:
The Manager - Finance is responsible for financial reporting, accounting best practices, tax compliance and internal controls support to the Company and Leadership Team, in order to facilitate reporting, tax and other applicable regulations. The Manager - Finance is required to manage the accounting function of the Company, in conjunction with other members of the Finance Management Team towards achieving its objectives.

KEY DUTIES AND RESPONSIBILITIES:

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| <p>NB. Each item includes meeting KPI targets, compiling and submitting KPI reports.</p> <ul style="list-style-type: none"> • Prepare, review and circulate monthly consolidated financial statements and associated reports and analyses within the Company, presentation of same to the Chief Executive Officer (CEO), and Leadership team where required. • Provide information, reports, analyses, and other necessary support to Management and other departments to facilitate the decision-making process within the Company. • Prepare and review quarterly statements for all regulatory and third parties • Prepare and maintain financial reports, budgets, cost reports, and financial forecasts. • Manage the annual statutory financial audit including preparation and review of International Financial Reporting Standards (IFRS) compliant financial statements and explanatory notes for reporting. • Assist with rectifying the accounting issues on the Enterprise Resource Planning (ERP) system for subsidiaries and affiliated companies. • Assist in the general oversight of the tax compliance activities of the Company including oversight of the Board of Inland Revenue (BIR) audits • Responsible for corporation tax compliance and all other statutory payments. • Assist with the review of systems and internal controls and identification of the need for amendments to existing processes or implementation of new processes to address weaknesses/gaps identified while ensuring that the needs of all departments are met and efficiency is maintained. • Responsible for the cash flow management of the Companies in the Group. • Liaise with the Subsidiaries to get Financial statements every month. |
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| <ul style="list-style-type: none"> Review the work of the accounting staff. Setting employees Key Performance Objectives (KPOs) and ensuring the completion of team members' appraisals. |
| <ul style="list-style-type: none"> Ensure the accuracy of the financial records and the proper documentation as well. |
| <ul style="list-style-type: none"> Ensure that the books of accounts are compiled every end of the month and at the end of the financial year. |
| <ul style="list-style-type: none"> Accountable for the fiscal responsibility within the company's operations and ensure that the decision-makers in the company understand possible financial implications. |
| <ul style="list-style-type: none"> Responsible for any of the financial decisions made in the company being an ultimate authorizing entity. |
| <ul style="list-style-type: none"> Ensure compliance with all internal operating guidelines, policies, and procedures. |
| <ul style="list-style-type: none"> Provide leadership, direction, and coaching to supporting the team and ensures developmental objectives are achieved. |
| <ul style="list-style-type: none"> Correspond with the senior management regarding any kind of financial decisions of the company. |
| <ul style="list-style-type: none"> Provide administrative support for all banking arrangements including but not limited to: <ul style="list-style-type: none"> Maintenance of banking due diligence and management of renewals as required. Preparation of documentation for changes/updates to banking arrangements (signatories, limits etc.) Preparation of documentation for new banking arrangements (Know Your Customer (KYC), Director and Signatory IDs and Proof of Address (POA) etc.) Provision of guidance to Guyana, Suriname and USA offices for items above. |
| <ul style="list-style-type: none"> Preparation of letters and correspondence to the bank for daily and ad hoc needs including but not limited to: <ul style="list-style-type: none"> Transfers between accounts. Wire transfers to Group Companies. Instructions for the preparation of managers cheques. Instructions for collection of documents. Requests for cash (local and foreign currency) and instructions for collections. |
| <ul style="list-style-type: none"> Any other duties that may required. |

QUALIFICATIONS AND EXPERIENCE:

- BSc in Finance or ACCA Level 3 or equivalent qualification
- A Masters Degree in Finance or Management will be an asset
- Other Financial/Accounting certifications (CIMA / CMA) will be considered an asset
- At least 5 years' experience in a similar management role

SUPERVISORY DUTIES:

- Will be required to supervise Accountants or other junior positions.

HSSEQ RESPONSIBILITIES:

- Maintain standards of safety and comply with Company's Health, Safety & Environment Management System requirements.
- Take reasonable care of own health and safety and that of others in the workplace.
- Follow and maintain Company standards of Quality in accordance with Company Quality System requirements

KNOWLEDGE, SKILLS, ABILITIES, CHARACTERISTICS:

- **Enjoyable to work with** - especially with direct team members.
- **Highly reliable** - your supervisor and co-workers must have confidence that when assigned a task, you will get it done in a timely manner with a high quality of work.
- **Management of time and tasks** – can work on multiple tasks, meet KPIs, reorganize and work on high priority tasks, handover tasks when going on leave.
- **Technical Analysis of requests** - quickly process and understand requests, identify where external assistance is needed, document concisely and clearly what is required, plan how to respond.
- **Problem solving** - suggest recommended actions rather than just ask for help, produce innovative ideas, pre-emptively identify issues with existing procedures and implement solutions.
- **Quality Assurance** – Quickly picks up technical errors, typos, issues with sentence construction, gaps in logic, incorrect or missing pricing, whilst reviewing requests, quotes and technical proposals
- **Teamwork and Emotional Intelligence** - work well with others in the department, work well with other departments, build mutual trust and respect, develop strong professional relationships with others in the company, display emotional intelligence when dealing with others.
- **MS Office** - Intermediate to Advance in the use of MS Word, Excel, PowerPoint, Teams.
- Attention to detail, excellent organisational and communication skills.
- A high degree of professionalism and discretion.

WORKING CONDITIONS

- Physical demand - Primarily Office / Work from home.
- May attend virtual or in-person conferences, workshops, meetings, etc.
- Will be required to be on site visits from time to time (shore base, ports, vessels, etc).
- Foreign travel is possible.