

TRANSPORT BOARD

ACCOUNTANT

The Opportunity

The Transport Board invites applications from suitably qualified and experienced individuals to assist with the management of the Finance Department allowing for the timely and efficient reporting of the financial operations of the Transport Board.

The Scope of work:

- Assists with the day to day supervision of the Finance Department and advises the Financial Controller of any systems and procedures to assist with the efficient management of the department.
- Prepares and posts journal entries to the General Ledger and ensures the effective and efficient maintenance of the same General Ledger system
- Assures accuracy of suppliers' accounts
- Ensures timely payment of creditors
- Ensures the reconciliation of supplier and bank statements and some General Ledger accounts
- Assists with the budgets and other financial forecasts schedules as required
- Ensures that all accounting data is verifiable, relevant, accurate and prepared in a timely manner
- Prepares monthly and annual financial statements
- Assists in the preparation of schedules and other audit information to facilitate a smooth and orderly annual audit
- Manages and attends periodic stock-take
- Ensures employee adherence to approved financial Policies and Procedures
- Attends and assists with the coordination of staff meetings

Qualifications and experience required:

- A degree in Accounting and/or Level IV and CGA, ACCA, CPA or equivalent
- Computer literacy including good knowledge of a recognized accounting software package such as ACCPAC or QuickBooks etc.
- Formal training in Supervisory Management
- Ability to work under pressure.
- Excellent leadership, communication and people management skills.

Deadline:

Applications along with Curriculum Vitae must be submitted no later than 4:30 p.m. on Friday August 31st, 2018 to:-

THE CHAIRMAN OF THE BOARD OF DIRECTORS
Transport Board, 'Weymouth', Roebuck Street, St. Michael

Unsuitable applicants will not receive an acknowledgement

2018-08-13