

We are inviting suitably qualified nationals of Trinidad & Tobago to apply for the following position:

ACCOUNTANT (CONTRACT)

The Accountant (Contract) contributes to the financial integrity of the Company by

- Implementing and monitoring the Company's accounting and administrative systems, policies and procedures in accordance with all statutory and regulatory requirements,
- Directing and controlling the day-to-day activities of the department,
- Supervising and co-ordinating the activities of the Accounts Department ensuring that all business transactions are properly accounted for.

RESPONSIBILITIES INCLUDE:

- Demonstrates intimate knowledge and understanding of HSE laws, policies and procedures as stated in the HSE Manuals.
- Ensures all departmental personnel comply with the specified HSE regulations while on the terminal.
- Executes designated HSE responsibilities to ensure safety on facility.
- Initiates and participates in special investigations, job hazard analyses and prepares related reports.
- Ensures the smooth and continued functioning of the operations by keeping systems, policies and procedures under review, and submitting recommendations for changes for the approval of the parent company and the Board.
- Liaising with the parent company, Auditors, Bankers, Suppliers, Customers and other third parties in accordance with organisational objectives and statutory/regulatory requirements.
- Promotes financial viability and efficient financial management by exercising day-to-day control over the accounts payable, accounts receivables, inventory, fixed assets and payroll functions.
- Liaising with the Plant Engineer to ensure efficient plant stores inventory control.
- Ensuring the timely and accurate preparation and submission of all accounting records, returns and reports to the parent company, Government Agencies and other regulatory bodies.
- Provides financial information and direction to the Board and Management by preparing and finalizing financial statements, budgets, cash flow analysis and corporate reports.
- Safeguards Company finances by ensuring that all payments are made or received on time and in conformity with the approved Delegation of Authorities.
- Monitoring reconciliations in support of Balance Sheet items and preparing Bank Reconciliations, calculating VAT Returns, quarterly taxes i.e. Green Fund Levy and Corporation Tax.
- Reports any irregularities or variations to the LFCTT Manager and the Board.
- Assists in the administration of the Company by organising and co-ordinating the work activities of the Accounting Department within agreed objectives, guiding, developing and evaluating the staff of the Accounting Department.
- Contributes to financial integrity and transparency by co-ordinating and collaborating with internal audits and those undertaken by the external Auditors and other Governmental Agencies.
- Performs all other duties related to or compatible with the position or as assigned from time to time by the LFCTT Manager in conformance with established HSE policies and procedures.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- Professional qualification in Accounting, ACCA or equivalent.
- Five (5) years post qualification working experience in accounting, of which at least two (2) years working experience in supervisor capacity.
- Computer Literacy
- Driver's License

OR

Any other suitable combination of qualifications, experience and expertise.

If you meet the above requirements, kindly upload a complete résumé with cover letter no later than **2023 August 02** to:

<https://www.caribbeanjobs.com/Accountant-Contract-Job-165399.aspx>

addressed to: **General Manager – Human Resource & HSSE**
Trinidad & Tobago National Petroleum Marketing Company Limited
NP House, National Drive, SEA LOTS