



# CIPRIANI COLLEGE

## OF LABOUR AND CO-OPERATIVE STUDIES

### Executive Recruitment

# MANAGER- FISCAL AFFAIRS

## (ON CONTRACT)

#### Position Summary

Reporting to the Director, the Manager Fiscal Affairs is generally accountable for the efficient operations of the financial and accounting functions of the College.

#### Key Duties

1. Advises the Director and the Board of Governors on all financial matters affecting the College.
2. Prepares annual draft estimates of revenue and expenditure in accordance with the requirements of the Government of Trinidad and Tobago.
3. Contributes to the development of the College's financial and related policies and procedures
4. Oversees the implementation of the College's financial policies and procedures.
5. Organises, directs and supervises the work of an accounting unit and ensures timely and efficient operations of its functions.
6. Checks and signs payment vouchers, pay sheets and other financial documents and exercises control over votes.
7. Reviews and submits financial statements to the required Ministries.
8. Analyses and certifies reports for internal and external audit purposes.
9. Prepares and monitors with Accounting Supervisor, the inter-departmental budgets.
10. Prepares Executive Payroll and all confidential payments.
11. Administers all insurance matters on behalf of the College.
12. Liaises with relevant public and private agencies with respect to the financial operations of funds.
13. Recommends changes to the accounting system to promote efficiency.
14. Implements such financial systems, procedures and controls considered necessary for the efficient functioning of the College.
15. Oversees the collection and processing of College revenue.

#### Specific Knowledge and Skills

- Expert knowledge of accounting principles, methods and practices.
- Expert knowledge of prevailing financial regulations.
- Expert skills in the preparation and interpretation of financial statements.
- Sound knowledge of the principles and practices of Public Administration.
- A working knowledge of computerized accounting packages.
- Computer Literate.

#### Qualifications and Experience

- ACCA Certification, Degree in Accounting, or an equivalent recognised professional accounting qualification.
- Ten (10) years working experience in a computerized accounting environment, at least five (5) of which should be at a senior supervisory level.

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PLEASE NOTE THAT THE COLLEGE RESERVES THE RIGHT TO REJECT ANY APPLICATION FOUND TO CONTAIN INFORMATION THAT IS INACCURATE, FALSE, MISLEADING OR PURPOSEFULLY WITHHELD.

Application forms along with résumé and copies of relevant certificates should be submitted to:

**Manager Human Resource & Administrative Services**

Cipriani College of Labour and Co-operative Studies

Churchill Roosevelt Highway

Valsayn, Trinidad

or

Email: [hrapp@ccls.edu.tt](mailto:hrapp@ccls.edu.tt)

**Closing date for submission is: 27<sup>th</sup> August 2018**