



VACANCY NOTICE

POSITION: ACCOUNTS SUPERVISOR
APPLICATIONS CLOSE: August 20, 2019

Request to be sent to:
 The National Director
 c/o Ms Pandohie
 Habitat for Humanity Trinidad and Tobago
 Chootoo Road and El Socorro Extension
 San Juan
 Telephone Number: 868-674-2031

JOB TITLE: ACCOUNTS SUPERVISOR
ORGANIZATION (NGO): Habitat for Humanity Trinidad and Tobago
REPORTING MANAGER: National Director
EMPLOYMENT PERIOD: Full time employment with an initial six (6) month probationary period
JOB SUMMARY: To be responsible for the financial reporting, proper management and recording of receivables, home-partners data and to maintain an efficient and accurate record of financial transactions of Habitat in accordance with IFRS' and Habitat Standard of Excellence requirements.
CANDIDATE'S PROFILE – Knowledge, Skills and Experience Required Educational Background: <ul style="list-style-type: none"> • Degree in Accountancy or completed at least Level II ACCA or other relevant qualifications. Professional Experience <ul style="list-style-type: none"> • Five (5) years' experience in the accounting field at a supervisory level. • Knowledge of financial accounting • Experience and knowledge working with accounting software. • Preparation of receivables Mortgage preparation. • Credit management would be a strong asset.
Responsibilities and Tasks: Prepare: <ul style="list-style-type: none"> • Annual National budget and budget presentation for Board Meeting • Monthly accounting management report and analysis and annual financial report • Plan of action report of fiscal forecast for Habitat International, troubleshooting issues on document and adjusting accordingly. • Project financial codes for international reporting • Prepare, submit and attend to issues relating to compulsory International reports in the Sun6 accounting software • Administer Sun6 locally (setting exchange rates, posting, troubleshooting etc)

- Prepare cash-flow forecasts for Habitat International for the receipt of international funds (tithe donations, global village donations, fund-raising events and donor income projections, sale of merchandise, sale of shelter solutions, etc.)
- Respond to and implement corrective measures for items identified in the auditor's management letter and National Director.
- International fund transfer acknowledgement letters
- Compliance and compliance exception reports.

Advise on:

- Cash management (timing, deferring payments, holding in interest bearing accounts for durations that maximizes gains, etc.)
- Operational issues
- Financial planning and project accounting
- Procurement management and controls
- Delinquency reduction initiatives
- Expenditure reduction initiatives
- Revenue growth initiatives
- Cash flow planning and management especially to revenue generating staff, project staff
- Preparation of the financial aspect of project and grant reports

Supervise:

- Financial control environment and finance staff, to deter possible fraudulent intentions or activities
- Petty cash and general cash management
- Field Mortgage Officer on weekly targeted collection efforts
- Mortgage software administration, data entry and control account reconciliations
- Annual audit of the organization
- Procurement control environment and procurement staff, to deter possible fraudulent or inappropriate intentions or activities.

Review:

- Payroll
- Payments
- Bank Reconciliations and Financial Statements
- Other financial reconciliations before disseminating
- Mortgage

Present:

- Financial and management reports
- Financial reports, budgets and other documents at staff meetings
- Organizational performance dashboard
- Financial Committee minutes



Attend:

- General Finance and software specific training and conferences on behalf of the organization; representing Habitat Trinidad with presentations to the Latin America and Caribbean (LAC) regional offices' conferences and other forums.

Other:

- Any other related duty, which many be assigned from time to time.