



**TOBAGO REGIONAL HEALTH AUTHORITY
HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION**

Job Title	Finance Officer
Department	Finance
Reports to	Accountant – Financial Accounting / Finance Manager
Head of Department	Finance Manager
Jobs Supervised	None

JOB SUMMARY

The Finance Officers will be responsible for assisting the Accountants in the preparation of schedules and reports to meet statutory reporting obligations. Reconciliation of bank accounts and other general ledger accounts, spot check of petty cash holders, and maintenance of the Fixed Asset Register. The Officer shall also compile statistical data to aid in the preparation of budgets and costing of health services.

PRIMARY DUTES & RESPONSIBILITIES

- The review of accounting documents and information for accuracy and completeness on a daily basis.
- Resolution of all discrepancies with documents/information presented for processing with all relevant internal and external contacts/customers.
- Directly interacting with internal departments and external customers/contacts to resolve queries and to provide accurate and relevant information on a daily basis.
- Reviewing and verification of all transactions processed by the Accounting Assistants to ensure the accuracy and completeness of the entries and compliance with accounting standards and established policies and procedures. These include supplier invoices packages, employee pay-sheets, receipts, general ledger/audit schedules etc.
- Maintains and updates the Fixed Asset Register on the accounting system in accordance with the Authority's Fixed Asset Policy. Ensures the complete and accurate capitalization, valuation, depreciation and labelling of all Fixed Assets received.
- The maintenance of the Buildings Register and Capital Works in Progress schedule.
- The preparation of Fixed Asset movement schedules on a monthly basis.
- Organizing and coordinating of Fixed Asset verification audits and counts.
- The organizing and coordinating of Board of Surveys for the disposal of articles and equipment.

- Ensures the complete and accurate accounting of all disposals and write-offs of articles and equipment in accounting system and to ensure that the treatment is in accordance with accounting standards and financial policies and procedures.
- Analyses of the General monthly analysis of General Ledger accounts and Trial Balance on a monthly basis to ensure the complete and accurate accounting of all transactions in the accounts in accordance with International Financial Reporting Standards (IFRSs) and General Accepted Accounting Principles (GAAP) and the preparation of General Ledger/Audit schedules.
- Assists in the preparation of monthly/annual financial reports and statutory financial statements.
- Preparations of journals and adjusting transactions for entry into the accounting system.
- Prepares monthly bank reconciliations and investigates, resolves and journalizes all reconciling items/discrepancies.
- Assist in coordinating the conduct of both internal and external audits at the Finance Department.
- Liaises with both internal and external auditors to resolve all audit queries.
- Coordinates and execute the annual and interim stock count at the TRHA's Stores departments
- The review and verification of all stock count transactions and journals for all institutions to the accurate and complete valuation of inventory balances in the accounting system.
- Liaise with the Material Management Departments to clarify issues and to ensure that postings are complete
- Ensure the compliance of the Materials Management (*Inventory and Purchasing*) department with acceptable International Accounting Standards.
- Makes recommendations for the improvement of the department's existing controls and procedures.
- Perform periodic Fixed Asset, Inventory and Cash counts.
- Planning, analysing, and collecting data to determine costs of business activity, such as consumables, inventory and personnel.
- Interprets the relationships between patient activity data and other key performance indicators to assist in decision making and for inclusion in management reports.
- Preparing periodic reports specifying factors affecting cost, e.g changes in the delivery of service, and comparing standard costs to actual costs of service delivery.
- Providing costing information for use in controlling expenditures.
- Makes estimates of the cost of new and proposed projects.
- Maintaining Cost Accounting System.
- Write and maintain written procedures for inclusion in the Finance Policy Manual concerning all aspects of the Treasury Procedures.
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/ DHSS, Registering Board/Association and the TRHA.
- Performs other related duties as assigned.

SPECIAL REQUIRMENTS

- Willing to work overtime, public holidays and weekends as requested.

QUALIFICATIONS & EXPERIENCE

- Completion of Level 2 (Applied Skills) ACCA or CIMA or equivalent qualification.
- Three (3) years working experience in accounting.
- Certificate in Advanced Microsoft Excel and at least three (3) years of practical experience in computerized accounting information systems.
- Any other relevant combination of qualifications and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of treasury principles, practices, regulations and procedures.
- Knowledge of and ability to apply general accepted accounting principles and procedures
- Excellent oral and written communication skills
- Working knowledge of computerized accounting information systems
- Working knowledge of the basic organization, functions and policies of an Accounting Department
- Practical and working knowledge of word processing and spreadsheet applications