

**TOBAGO REGIONAL HEALTH AUTHORITY****Job Title: Senior Finance Officer**☐ New

Position Number: \_\_\_\_\_

☐ Revised

Reports to: Accountant/ Finance Manager

Department: Finance

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

**JOB SUMMARY**

The Senior Finance Officer supports the Finance Manager and Accountants. The Officer is responsible for ensuring the integrity of all financial transaction for the preparation of the TRHA's Annual Financial Statements. The Officer will assist the Manager, in co-ordinating and directing the operational duties of the reporting unit to ensure the achievement of the section's goals and objectives.

**RESPONSIBILITIES**

- Monitors and reviews departmental and staff performance to ensure targets are being achieved.
- Identifies, recommends and implements corrective action where necessary.
- Reviews all existing processes and procedures to ensure compliance with the approved Policies and Procedures and other statutory requirements and to make recommendations to improve process efficiency and internal controls.
- Implements work schedules and desk manuals for each member of staff.
- Assist the Accountant in preparing monthly Financial Statements and other period end reports to meet corporate reporting deadlines
- Assist in the preparation of accurate and complete quarterly financial statements to facilitate internal audits and presentation to the Board.
- Provides summaries and schedules for preparation of the monthly/ annual Financial Statements to the Finance Manager/Financial Accountant as required
- Reconciles General Ledger Accounts to ensure accuracy, research account variances and prepares journals to correct any errors located
- Performs sub-ledger to general ledger account reconciliations, assuring timely completion and accuracy
- Aids in the on-time completion of period-end closing activities
- Works closely with Internal and External Auditors to provide schedules and supporting documents to substantiate the figures reported in the Financial Statements
- Manages and verifies the work completed by lower level staff.
- Schedules and organizes the completion of tasks and duties of the relevant sections in accordance with set deadlines and deliverables.

- Resolves discrepancies with documents/information presented for processing with all relevant internal and external contacts/customers.
- Preparations of journals and adjusting transactions for entry into the accounting system.
- Reviews and verifies all processed transactions to ensure the accuracy and completeness and compliance with accounting standards (IAS, and IFRSs), policies, statutory and contractual requirements for all entries.
- Adheres to protocols, guidelines, policies and procedures relevant to Accreditation Standards, Public Health, Infection Control, Occupational Health and Safety, MoH/DHWSP, Registering Board/Association and the TRHA.
- Performs other related duties as assigned.

#### **ACCOUNTABILITIES**

- Monthly Reports (Cash Flow Statements)
- Disclosure and non-disclosure of information

#### **AUTHORITIES**

- To liaise with intra and inter-departmental representatives

#### **SPECIAL REQUIRMENTS**

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

#### **SUPERVISORY RESPONSIBILITY**

- None

#### **REPORTING**

- Reports directly to the Accountant-Financial Reporting/ Finance Manager or duly authorized officer

#### **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

#### **CREDENTIALS AND EXPERIENCE**

- Completion of Level 2 (Applied Skills) ACCA or CIMA or equivalent qualification.
- Currently, actively pursuing Level 3 ACCA (Strategic Professional) or equivalent qualification.
- Five (5) years working experience, with at least two (2) years supervisory experience.
- Certificate in Advanced Microsoft Excel and at least three (3) years of practical experience in computerized accounting information systems.

**APPROVALS:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

CEO: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee Review:**

*I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities, and understand that the performance of other duties will be required from time to time in order to meet the Authority's needs. I have been given a copy of this description.*

**Incumbent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_