



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

Job Title	Manager, Management Accounting
Department	Finance
Reports to	General Manager, Finance
Head of Department	General Manager, Finance
Supervision Provided to	Finance Officer, Senior Finance Assistant, Finance Assistant, Administrative Assistant

JOB SUMMARY

The Manager of Management Accounting is responsible for preparing, developing and analyzing Management Accounts, preparation of internal and external budgets, monitoring the organization's expenditure, and accounting for the organization's fixed assets in compliance with applicable laws and international accounting standards.

PRIMARY DUTIES & RESPONSIBILITIES

Category	Duties & Responsibility
Strategic	Supports strategic agenda of the organization: <ul style="list-style-type: none"> • Contributes to the Authority's financial strategy through long-term financial planning, forecasting, and performance analysis. • Advises senior management on financial risks, expenditure trends, and resource optimization. • Supports strategic initiatives through financial modelling and scenario analysis.
Operational	Manages the daily operations of staff: <ul style="list-style-type: none"> • Prepare budgets, forecasts, and long-term financial plans on management accounts. • Develop, monitor, and manage recurrent and capital budgets, provide guidance on fiscal allocation, cost analysis, and expenditure control across departments. • Maintain accurate fixed asset registers, ensure compliance with accounting standards, and support internal and external audits, stock counts, and disposal processes. • Design and implement financial systems and policies, train and advise managers and budget holders on financial management practices and asset procedures

Fiscal	<ul style="list-style-type: none"> • Prepares annual budgets, forecasts, and multi-year financial plans. • Develops, monitors, and manages recurrent and capital budgets. • Conducts cost analysis, expenditure monitoring, and variance analysis, with timely reporting and recommendations. • Ensure effective allocation and utilization of financial resources across departments
People	<p>Manages and supervises staff:</p> <ul style="list-style-type: none"> • Manages outputs by assigning, reviewing and approving of work submitted by staff • Provides coaching and mentoring to staff by offering feedback, advice and guidance to help employees develop • Ensures employees adhere to established policies, procedures, rules and regulations • Recommends training and developmental needs for staff by reviewing previous training participation and by monitoring the execution of duties to identify areas of improvement • Facilitates the execution of work by requesting resources for staff • Manages availability of staff by reviewing and authorizing applications for leave • Conducts performance appraisals by assessing staff performance and expected outputs in accordance with established guidelines and procedures
Reporting & Compliance	<ul style="list-style-type: none"> • Maintains accurate and up-to-date fixed asset registers in accordance with applicable accounting standards. • Oversees accounting treatment for acquisition, depreciation, revaluation, and disposal of fixed assets. • Ensures compliance with financial regulations, and statutory reporting requirements. • Support internal and external audits, asset counts, and verification exercises, addressing audit queries in a timely manner.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- ACCA, CPA, CIMA, CMA qualified or equivalent qualifications in a related field.
- Certified Financial Analyst (CFA) certification would be an asset.
- Financial Risk Manager (FRM) certification would be an asset.
- Up to date registration with the Institute of Chartered Accountants of Trinidad and Tobago (ICATT).
- Seven (7) years relevant experience in financial operations, accounting, or a related field, with at least three (3) years in a supervisory role.

KNOWLEDGE, SKILLS & ABILITIES

- Specialist knowledge of International Financial Reporting Standards (IFRS) and public-sector financial regulations
- Strong analytical, budgeting, forecasting, and financial reporting skills
- Strong proficiency in financial management systems and reporting tools

- Specialist oral and written communication skills.
- Specialist report writing skills
- Specialist skills in the use of computer software such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), OneDrive, and SharePoint.
- Specialist supervisory skills.
- Specialist interpersonal skills.
- Specialist coaching/mentoring skills.
- Specialist skills in leading and motivating people.
- Substantial/In-depth knowledge of administrative procedures.
- Substantial/In-depth knowledge of public sector accounting procedures and practices.
- Substantial/In-depth financial analysis skills.
- Substantial/In-depth skills in quantitative and qualitative research
- High level of integrity, attention to detail, and confidentiality

SUPERVISORY RESPONSIBILITIES

Directly	Indirectly
<ul style="list-style-type: none"> • Finance Officer • Senior Finance Assistant • Finance Assistant • Administrative Assistant 	<ul style="list-style-type: none"> • Not Applicable

KEY RELATIONSHIPS & CONTACTS

Internal	External
<p>Direct Supervisor</p> <ul style="list-style-type: none"> • To seek approvals, provide updates on matters that were referred to the unit • To obtain feedback and guidance on matters • To receive instructions, directives and tasks <p>Direct Reports</p> <ul style="list-style-type: none"> • To assign tasks and duties • To provide guidance and advice in the execution of duties and responsibilities <p>Department Heads</p> <ul style="list-style-type: none"> • To obtain information and feedback • To collaborate and inform on initiative activities 	<p>Auditors, Regional Authorities, Other Divisions, Vendors, etc.</p> <ul style="list-style-type: none"> • To request information on releases and requirements. • To obtain feedback and guidance on follow-up action. • To submit key reports when requested.

KEY OUTPUTS & ACCOUNTABILITY

Accountable to	Output	Frequency
General Manager, Finance	<ul style="list-style-type: none"> ● Provide financial support and advice on initiatives ● Supervise, support and provide guidance to staff 	Daily
	<ul style="list-style-type: none"> ● Provides reports on management accounts and fixed assets ● Provides budget forecasts on organizational expenditure 	Monthly/ Quarterly
	<ul style="list-style-type: none"> ● Provide input into the strategic and operational plan ● Suggests updates to existing financial operation SOPs 	Annually
	<ul style="list-style-type: none"> ● Submits audit and compliance reports when requested ● Submit reports and provides information to staff on official matters ● Submit reports related to initiatives to requested committees 	Ad Hoc/As Needed

WORKING CONDITIONS

Condition	Description
Environmental	Work is typically performed in a normal work environment with little to no environmental demands
Physical & Travelling	<ul style="list-style-type: none"> ● Regularly works at a computer for extended period of time in a seated position ● Regularly exposed to rays from computer monitors that may lead to eye strain
Mental & Stress	<ul style="list-style-type: none"> ● Regularly concentrates for long hours in front of a computer screen ● Regularly manages tight deadlines brought about by project demands ● Regularly coordinates and performs simultaneous activities ● Regularly interrupted during activities (e.g. phone calls, meetings, etc.)
Special Requirements	May be required to work extended hours during month-end, year-end, and audit periods