



CAREER OPPORTUNITY

The Telecommunications Authority of Trinidad and Tobago (the Authority) is inviting applications from dynamic, forward-thinking individuals for the following permanent position:

ACCOUNTING TECHNICIAN – REGULATORY ACCOUNTING

Job Summary

To perform a range of accounting and administrative duties to support accurate and efficient daily accounting operations, including processing transactions, reconciling accounts, maintaining financial records and other procedures related to Universal Service Fund (USF) projects and provide support to the regulatory accounting function.

Key Duties and Responsibilities

1. Prepare purchase requisitions and follow up on the approval of associated purchase orders.
2. Liaise with service providers to resolve payment-related inquiries and ensure timely resolution.
3. Prepare USF payment vouchers in accordance with established standards and timeframes.
4. Review and process project invoices and payments for accuracy and ensuring they align with contract terms and project budgets.
5. Verify that expenditures are authorised and correctly coded before accurately entering them into the accounting system.
6. Ensure timely payment to vendors and subcontractors, documenting all transactions properly.
7. Maintain both physical and digital project accounting files in an organised manner, ensuring compliance with data retention policies.
8. Prepare journal vouchers in accordance with established standards and timeframes.
9. Perform monthly reconciliation of general ledger accounts to ensure accuracy and completeness.
10. Prepare financial, project or other reports as required.
11. Prepare invoices and follow up on collections.
12. Provide inputs into financial reports on fund performance, including budget, variance analysis, project funding status, and expenditure tracking.
13. Provide inputs into the preparation of the Authority's Annual Report.
14. Provide support services as deemed necessary, including assisting with financial reporting, data analysis, compliance monitoring, and the preparation of documents for audits or regulatory reviews.
15. Provide support in addressing any accounting-related inquiries or issues which may arise.
16. Maintain an effective filing system to ensure all financial documents, records, and correspondence are accurately stored, easily accessible, and securely managed.
17. Actively participate in and provide support for various projects and initiatives undertaken by the Division.
18. Support audits by providing necessary financial records or providing inputs to responses for review by the Regulatory Accountant or Executive Officer, as may be required.
19. Comply with the HSE policy and procedures of the Authority and cooperate with workplace health and safety measures and initiatives.
20. Perform other related duties as required by job function.

Qualifications and Experience:

- Recognised associate degree or equivalent certificate in finance or accounting e.g. AAT
- Completion of ACCA Level 2 or bachelor's degree in accounting or related area would be considered an asset.
- Minimum of five (5) CSEC/CXC O' Level passes inclusive of Mathematics and English.
- Minimum of three (3) years' experience in accounting administration.

Core Competencies

Professional Knowledge, Skills and Abilities

- **Knowledge of:**
 - International Financial Reporting Standards; project accounting and general accounting procedures and controls.
 - Established accounting procedures and practices
 - Accounting software systems and tools such as Microsoft Dynamics GP
- **Required skills and abilities:**
 - Proficient in Microsoft Office applications including Word and Excel
 - Proficiency in PowerPoint and Visio would be an asset
 - Communicate effectively, orally and in writing.
 - Attentive to details and results oriented.
 - Demonstrate initiative.
 - Work collaboratively with external agencies
 - Commitment to ethical values and confidentiality.
 - Strong report writing skills.

Applications

Applications should be submitted no later than **Friday 3rd January 2025** to:

**Manager, Human Resources
Telecommunications Authority of Trinidad and Tobago
#5, Eighth Avenue Extension, off Twelfth Street, Barataria,
Republic of Trinidad and Tobago.**

or email: recruitment@tatt.org.tt

Late applications will not be accepted and unsuitable applications will not be acknowledged.