



# UNIVERSITY of the SOUTHERN CARIBBEAN

Royal Road, Maracas, St. Joseph.

## CAREER OPPORTUNITY

Applications are invited from suitably qualified individuals *for* the following position:

### **DIVISION OF FINANCIAL ADMINISTRATION**

### **CHIEF ACCOUNTANT**

#### **JOB SUMMARY**

The Chief Accountant is a strategic business partner directly responsible for all Accounting and Finance functions with the mandate to collaborate with the Vice President in planning for, managing, and supporting the University to sustained growth, profitability, and market leadership. Oversees all Accounting functions, Financial Planning and Analysis, and Finance Information Systems. Motivates and leads the finance and accounting management team and encourages a team structure within the finance departments. Works with senior leadership to achieve business goals ensuring consistent, high quality, timely distribution of finance products & services and implementing visible work processes to institutionalize finance business processes. Responsible for maintaining effective communication strategies with management at all business unit levels, modelling a high level of vigilance, in order to recognize and respond to sensitive situations, negotiate resolution of immediate critical issues, and preserve confidentiality. The Chief Accountant reports to the Vice President, Division of Financial Administration.

#### **DUTIES AND RESPONSIBILITIES**

- Monitors compliance with generally accepted accounting principles (GAAP) and business policies and regulations of the University.
- Examines policies and regulations and recommends changes as necessary.
- Prepares and submits financial statements and interim / annual accounts timely, accurately and in compliance with the relevant accounting standard and regulatory requirements.

- Prepares monthly cash flow statements.
- Supervises a staff with diverse responsibilities to include finance information system, finance planning and analysis and accounting.
- Performs the function of the VP in his/her absence.
- Participates in the development and preparation of short-term and long-range plans and budgets based upon the goals and objectives of the University.
- Appraises and evaluates the results of overall operations regularly and systematically, and reports these results to the Vice President.
- Improves and develops an accounting system that facilitate quick access to information.
- Analyzes the current technology infrastructure and determines how existing systems can be maximized or enhanced to support the growth of the University.
- Reviews and approves journal vouchers from Student Finance and accountants before they are posted.
- Prepares all monthly journal vouchers and closing journal vouchers.
- Supervises directly, the receiving and expenditure of all funds.
- Reviews asset register to ensure accurate updating and reconciliation with the general ledger accounts.
- Prepares standard and special reports for senior management as requested, inclusive of the distribution of departmental budgets after approval by the Board.
- Participates in key Finance decisions as a member of the Finance Committee and Administrative Council.
- Develops positive relationships with direct reports through frequent and substantial one-on-one coaching to establish goals and objectives for personal and professional growth.
- Responsible for the overall preparation for the annual audit process.
- Works in partnership with the Director of Student Finance to ensure collection of current and non-current student accounts.
- Creates an environment that facilitate conformity with morals, values and philosophy of the University.
- Performs any other assigned duties commensurate with the position.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- ACCA certified, or CPA, or other similar professional qualification from an accredited institution is required.
- A Master's Degree in Accounting or Finance or related field from an accredited institution is preferred.
- A minimum of 5 years' experience, three (3) of which must be in a supervisory financial reporting/general ledger or auditing area.
- Working knowledge of Financial Information systems including SunPlus and AEORION.
- Extensive Knowledge of the SDA system of operations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Personable, discreet, team player, highly motivated, and customer-oriented.
- Knowledgeable in accounting principles and standards, Word, Excel, Windows, and accounting programs.

- Advanced understanding of budgetary concepts and procedures.
- Advanced ability to implement given strategic direction.
- Advanced understanding of performance review process.
- Advanced understanding of portfolio management: input to output, decision making process, logical sequence of activities, interdependencies between activities/tasks, deliverable prioritization and timeline.
- Must be proficient in writing and speaking the English Language.
- The highest degree of personal integrity, dependability, conscientiousness and excellent communication skills.
- Strong interpersonal, supervisory and customer service skills required.
- Ability to multi-task, work under pressure and meet deadlines required.
- Good ‘people skills’ for working with a range of colleagues and clients.
- The ability to lead and motivate a team.
- A willingness to work long hours, often under pressure.
- Good business sense and the ability to work with budgets.

### **OTHER REQUIREMENTS**

- Critical thinking
- Attention to details
- Highly organized
- Excellent oral and written communication skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual and ethical values of the University.

*Applications should include a Cover Letter, a detailed Curriculum Vitae, two (2) written recommendations, including one from current employer, photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)

**This position is open until filled.**

*The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.*