

JOB DESCRIPTION

JOB OVERVIEW

JOB TITLE	ACCOUNTANT
DEPARTMENT	Finance Department
LOCATION	Head Office
REPORTS TO	FINANCE MANAGER

GENERAL JOB DESCRIPTION

The Accountant is responsible for providing financial oversight, transaction processing and financial reporting within the organization. This officer is also responsible for overseeing the activities of the Accounting department and ensuring that all activities within the department are consistent with SECU Credit Union Compliance Policies and accounting standards.

The Accountant is responsible for lending support to the Finance Manager in monitoring the financial health of the business and making recommendations to manage same.

DIMENSIONS

(a) Staff

- Direct Reports: Three (3)

(c) Other - N/A

PRINCIPAL ACCOUNTABILITIES

- Ensuring that proper accounting books are maintained in accordance with relevant accounting standards.
- Assist in the coordination of the annual financial external audit.
- Provide supervision and guidance to the Accounting Technicians and Senior Accounts Clerk in delivering organizational objectives.
- Supervises team, including providing training and development opportunities.
- Assist in the organization of proper internal controls to safeguard the Company's assets and prevent irregularities.

DUTIES AND RESPONSIBILITIES

- Supervise accounting staff
 - Provide supervision and guidance for the Accounting Technicians and Senior Accounts Clerk in delivering organizational objectives.
 - Review and approve work processed by department prior to submission to Manager for final approval.

JOB DESCRIPTION

- Identify training needs and provide the relevant coaching as required.
- Set annual performance objectives for department and complete performance reviews for direct reports.
- Financial Reporting
 - Prepare monthly management reports, which include balance sheet, income statements, investment schedule and cashflows, indicating actual position against budget, in keeping with industry's standards and best practice.
 - Assisting in the drafting of the year-end financials.
 - Prepare PEARLS ratio analysis.
 - Assist with year-end audit process.
 - Assist with budget preparation.
- Quality Assurance
 - Review and approve supplier's invoices.
 - Review and approve bank reconciliations and balance sheet schedules.
 - Review and approve bank deposits.
 - Review and approve supplier's and member's ACH and cheque requests.
 - Review and approve board and committee member allowance listing.
- Other Transactions process
 - Complete the dividend process by the first working day following the AGM
 - Complete and submit Transunion report monthly.
 - Daily review member's loans, share and deposit accounts to ensure that they agree to the general ledger.
- Assist management in the execution of special projects.

The incumbent may be called upon to do any or all of the duties stated above or any other related duties.

COMPETENCIES

- Considerable experience in the field of Finance
- Excellent leadership and managerial skills.
- Flexibility and adaptability
- Ability to motivate and influence staff, peers and large teams.
- Strong negotiating and communication skills.
- Ability to work under pressure and to meet reporting deadlines.
- Excellent interpersonal and team skills.
- Networking and relationship building skills.
- Project and Risk Management skills.
- Extensive knowledge of local, regional international financial standards and statutory requirements.
- Strong people development skills including coaching and mentoring skills.

JOB DESCRIPTION

- Competence in the Microsoft Office Suite and Sharetec software.

KNOWLEDGE AND EXPERIENCE

- Completed ACCA level 2 and Pursuing Level 3
- At least five (5) years of combined work experience in the credit union, banking or financial sector and a minimum of five (5) years' experience at a Senior or Supervisory level.
- Strong business acumen and knowledge of the credit union industry to the extent necessary to routinely make operational, strategic, and technical decisions.
- Understanding of budgets and cost control in support of the delivery of the Capex and Operation targets.
- Extensive knowledge of local financial standards.
- A high degree of professional integrity and a high standard of work ethics with a proven track record.

Interested applicants should submit their resumes to kjcrick@secucredituniontt.com by February 10th, 2025.





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