

## SENIOR VACANCY

# Management and Finance Accountant



**Caribbean  
Telecommunications  
Union**

**Our Client, The Caribbean Telecommunications Union (CTU) is seeking to fill the position of Management and Finance Accountant to join the dedicated team at the CTU.** The Caribbean Telecommunications Union (CTU), an inter-governmental organisation dedicated to supporting the development of the Caribbean information and communications technologies (ICT) sector. As a CARICOM Institution, the CTU is unique in that its membership not only comprises regional governments but private sector and civil society organisations of the Caribbean. It also includes non-CARICOM States among its members.

**The Management and Finance Accountant** reports to the Director, Finance and Administration and will assist the Director in the maintaining the financial transactions, procedures and records of **CTU**, ensuring that the data and information are robust and reliable. He / She is generally accountable for the provision of financial and management accounting services in support of the department and Secretariat.

### QUALIFICATIONS AND COMPETENCIES

- Attained Intermediate or higher-level ACCA or other professional qualification with five years' experience
- Proficient in Microsoft Office Suite including: Excel, Word and Outlook
- Excellent knowledge of financial and accounting procedures
- Experience using financial software
- Knowledge of financial regulations
- Excellent analytical and numerical skills including data analysis and presentation.
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data
- Strong communication and presentation skills

### KEY LIAISONS

**Internal:** Executive Council, Finance and Accounting Team, Management Team and General Staff.

**External:** Ministry of Digital Transformation, CARICOM Secretariat, Regional Member States Communication Counterparts, Development and Funding Agencies, Regional Finance Units.

### MAIN DUTIES AND RESPONSIBILITIES

- Provides broad leadership in both finance and accounting adhering to all CTU and industry standards, policies and regulations
- Manages the Accounts Payable and Receivable sub-Ledgers
- Prepares monthly financial reports, budgets and analytics on financial targets achieved as against budget
- Controls income and expenditure by monitoring all financial transactions to ensure that income and expenditures are appropriate and in keeping with budgets and in compliance with financial and accounting policies and procedures
- Manages the Fixed Asset, General and other Subsidiary ledgers and performs all required reconciliations
- Ensures proper reconciliation and timely filing of all statutory requirements
- Ensures compliance with statutory requirements such as NIS, Health Surcharge, PAYE, VAT, Business Levy and Green Fund
- Assists in general managerial planning and commercial decision-making by providing appropriate accounting data in support of business decision making
- Controls income and expenditures by monitoring all financial transactions
- Develops and manages financial systems/policies, procedures, and documentation
- Leads the preparation and review of the annual budget
- Ensures adherence to the Financial Delegations of Authority
- Influences and integrates a culture of service excellence and high performance to all stakeholders

Please visit the websites for further details and guidance for application:

[www.peoplesolutionsplus.com](http://www.peoplesolutionsplus.com) OR <https://ctu.int>



Applications should be submitted by:

**Wednesday 21st December, 2022**

With résumé and the subject line of: **CTU – ACCOUNTANT**  
to: **Ulric Warner** at Email: [jobs@peoplesolutionsplus.com](mailto:jobs@peoplesolutionsplus.com)

We thank all applicants for their interest but advise that only suitably qualified applicants will be contacted.