



Government of the Republic of Trinidad and Tobago
Ministry of Housing and Urban Development

PROGRAMME MONITORING, COORDINATING AND EVALUATION UNIT

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: Financial Specialist

JOB SUMMARY:

The Financial Specialist will undertake the financial administration of the Urban Upgrading and Revitalization Programme and ensure that it is executed in accordance with generally accepted Accounting Principles, International Accounting Standards (IAS), Inter-American Development Bank's (IDB) Financial Management Guidelines for IDB -Financed Projects (OP-273-6) and Government's reporting guidelines.

REPORTS TO: The Programme Director

DUTIES AND RESPONSIBILITIES:

- Implementation and maintenance of a sound and adequate financial reporting, budgeting and accounting system;
- Ensure that adequate internal controls are implemented and complied with, for the project;
- Preparation and follow-up on all payments;
- Maintaining an adequate disbursements support documentation and filing system;
- Preparation of financial and implementation reports on the status of loan and counterpart resources, to the Bank and the MHUD including monthly/quarterly progress reports, financial plans, disbursement projections and reports on the advance of fund status;
- Preparation of the programme's financial statements and submission of the report within 120 days of end of each fiscal period and within 120 days of the final disbursement under Loan Contract;
- Primary liaison with external auditors;
- Liaise with the Bank and MHUD with regard to matters related to the programme's financial administration and execution;
- Liaise with other stakeholders as required to disseminate wide-based understanding of programme goals and objectives and to resolve operational issues that may arise;
- Conduct monthly and mid-term reviews of the annual PSIP of the Ministry and formulate recommendations based on project performance;
- Monitor projects to assess project financial performance with the aim of achieving project purpose and development objectives;
- Represents the MHUD at meetings related to fiduciary matter of the Project.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

EDUCATION:	<ul style="list-style-type: none">- BSc. in Financial Management/Accounting or a related Field or completion of ACCA, CPA, CIMA or CGA.- Master's Degree or a Post Graduate qualification in a related field will be an asset.- Membership of Professional organizations such as of ACCA or similar associations will be an asset.
KNOWLEDGE:	<ul style="list-style-type: none">- Knowledge on the use of software for Accounting and Financial Reporting E.g. Peach Tree, Accpac, Solomon.- Knowledge of accounting methods and procedures, laws, rules and regulations governing GoRTT accounting system (Exchequer and Audit Act, Financial Regulations).- Working knowledge of Project Management techniques and software and /or certification.- Advance knowledge of Microsoft Office Suite.
MINIMUM EXPERIENCE AND TRAINING:	<ul style="list-style-type: none">- At least 8 years working in Financial Administration in the Public Sector or similar environment.- At least 8 years' experience in financial planning, reporting and budgeting.- Experience working in a project environment such as those within International Funding Organizations (e.g. IDB) will be an asset.