



DEVELOPING SPACES  
FOR BUSINESS TO GROW

## VACANCY

### FINANCIAL SERVICES ANALYST

*Assist in the day to day recording and synthesizing of financial information; provide analysis and reconciliations across a broad range of activities for the purpose of monitoring and controls; formulating appropriate strategies and make recommendations where necessary for correction.*

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**DUTIES & RESPONSIBILITIES:** The incumbent will be required to:

1. Assist in preparation and analysis of financial statements that comply with International Financial Reporting Standards.
2. Review trial balance and prepare an analysis of the provisions and statutory reports.
3. Assist internal and external auditors during their periodical review of accounting transaction records.
4. Perform period close activities and process period-end adjustments.
5. Process journal entries and reconcile general ledger accounts on a monthly basis.
6. Assist in Budgeting and investigate variances against budget.
7. Ensure accurate processing and monthly reconciliation of intercompany activity.
8. Provide support with regard to Tax Compliance and Administration.
9. Comply fully with the Company's policies and procedures, Core Values and Charter of Business Ethics
10. Perform any other duties as required by the job function.

**MINIMUM REQUIREMENTS:**

1. Completed ACCA Level 2 and actively pursuing completion of ACCA Qualifications.
2. Experience in financial reporting, internal controls, financial analysis, budgeting and forecasting,
3. At least three (3) years' experience in an accounting environment in a similar position

*Or any other equivalent combination of qualification and experience.*

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Computer proficient with advance knowledge of Microsoft Excel and Accounting software, such as Great Plains
2. Good interpersonal skills.
3. High level of integrity
4. Ability to extract data from financial systems and manipulate in offline environments such as Excel or Access
5. Knowledge of, and ability to interpret and apply, finance and accounting policies, practices, and systems
6. Possess good financial analytical skills, combined with superior attention to detail

**All interested suitably qualified applicants should submit their resumes by **October 31, 2022.****

**Unsuitable candidates will not be acknowledged.**

**To** [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
**Subject:** Vacancy – Financial Services Analyst