



## **SENIOR PROJECT ACCOUNTANT**

***Responsible for the overall co-ordination, execution and recording of all financial activities supporting the Company's Projects and Assets.***

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

1. Work closely with the Manager, Financial Performance to ensure project works are executed and settled in accordance with the Project Scope, Funding Source and Contractor/Supplier/Consultant contractual payment terms and conditions.
2. Investigation and reporting of discrepancies with contractors and e TecK Project Officers which involves discussion among Project Officers, Quantity Surveying Technician, Senior Project Manager, Contractors and Project Consultants to arrive at an agreed valuation for payment.
3. Prepare project account reconciliation for advance payments; certified works done to date; contingencies; variations; retention; drawdown on loans and government project funding.
4. Prepare Project Budget Variance reports to monitor project cost allocations to budget line items, Monthly Project Funding, PSIP Drawdowns, Project Projections, Project Achievements and other adhoc reports with input from the Capital Projects Department as required for stakeholders.
5. Perform month-end review procedures related to fixed assets, work-in-progress and capitalization of project costs for completed projects.
6. Supervision of the Project Accountant to ensure adherence to reporting deadlines, through timely review of all project transaction documents, journals, schedules and reports.
7. Perform project contract file audits to ensure completeness and accuracy of project accounting records for the Contractor/Consultant and provide Contract Status Reports on same.
8. Prepare and maintain up-to-date Industrial Park and Hotel Asset Performance Reports.
9. Maintain updated Investment Property Valuation Schedules and Fixed Asset Schedules.
10. Work with the Manager, Financial Performance for finalization and monitoring of Annual Operational Budgets in line with strategic objectives and preparation of updated forecasts.
11. Monitor the contract for Insurance Brokerage Services and facilitate annual risk review of e TecK's insurable risks.
12. Track revenue from Real Estate Assets Division pipeline of potential tenants.
13. Provide reports and fulfill information requests from both internal and external auditors.
14. Supervisory review of accounting services provided to e TecK subsidiaries and affiliated Companies as required.
15. Comply fully with e TecK's policies and procedures, Core Values and Charter for Business Ethics.
16. Perform any other duties as required by the job function.

***MINIMUM REQUIREMENTS:***

1. ACCA qualified or Master's Degree in Accounting, Finance or related discipline from a recognized University.
2. At least five (5) years' project accounting experience at a supervisory level.
3. Microsoft Dynamics Suite / other relevant Accounting Software.

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

***KNOWLEDGE, SKILLS AND ABILITIES***

1. Excellent written, verbal communication and presentation skills;
2. Microsoft Excel proficient at an advanced level including VLOOKUP, IF functions and Pivot Tables;
3. Knowledge and or experience with government accounting, auditing and budgeting systems;
4. Knowledge of accounting theories, principles and practices as they apply to a wide variety of accounting transactions and fiscal troubleshooting;
5. Ability to interpret laws and regulations and detect possible weaknesses of internal control and recommend revisions;
6. Good interpersonal skills;
7. Good time management skills.

**All interested suitably qualified applicants should submit their resumes by **March 27, 2024.****

**Unsuitable candidates will not be acknowledged.**

To [careers@eteck.co.tt](mailto:careers@eteck.co.tt)  
Subject: Vacancy – Senior Project Accountant