



TURKS AND CAICOS ISLANDS FINANCIAL SERVICES COMMISSION

EMPLOYMENT OPPORTUNITIES!

The Financial Services Commission (FSC), the regulator of financial services business in the Turks and Caicos Islands, is seeking suitably qualified applicants to fill several vacancies.

APPLICATION DEADLINE 13 NOVEMBER 2020

EXPENDITURE OFFICER

Department: Finance

Location: Providenciales

Annual Salary: \$26,650.00– \$30,955.00

JOB SUMMARY

The post holder reports to the Senior Accounting Officer and is responsible for supervising or undertaking the processing of various accounting transactions. Functions include preparing journal entries for the general ledger and subsidiary ledgers, reviewing payment documentation and ensuring payment of suppliers, assisting in preparing budgets, bank reconciliation, financial analyses and financial reports and preparing payrolls and deductions.

Details on the above vacancies can be found on the Commission's website at <https://tcifsc.tc/vacancies/> or by contacting the Commission at telephone numbers 649-946-2550 or 649-946-2791 ext. 4021 or 4048.

Applications should be emailed to administration@tcifsc.tc no later than **13 November 2020**. A copy of the application should be submitted to the Employment Services Department by emailing to CHbacchus@gov.tc and MCadams@gov.tc. Applications received after the application deadline may not be considered in this recruitment phase but may be placed on file for future reference. While we appreciate your response, please note that only shortlisted candidates will be contacted.

FINANCIAL SERVICES COMMISSION

JOB SPECIFICATION & DESCRIPTION

JOB SPECIFICATION

JOB TITLE: Expenditure Officer

DEPARTMENT: Finance

LOCATION: Providenciales

JOB SUMMARY

Reporting to the Senior Accounting Officer, the Expenditure Officer is responsible for supervising or undertaking the processing of various accounting transactions. Functions include preparing journal entries for the general ledger and subsidiary ledgers, reviewing payment documentation and ensuring payment of suppliers; assisting in preparing budgets, bank reconciliation, financial analyses and financial reports and preparing payrolls and deductions.

EDUCATION & EXPERIENCE:

- Diploma in Accounting or equivalent qualifications
- Completion of relevant Government Accounting courses
- Two (2) years experience in the accounting field

SPECIFIC KNOWLEDGE REQUIRED:

- A good understanding of accounting principles and generally accepted accounting standards
- Good knowledge of the Government of the TCI's accounting regulations and procedures
- Good knowledge of payroll and accounts payable policies and procedures
- Good knowledge of budgeting and financial analysis
- Good knowledge of computerized accounting systems and other relevant computer applications including MS Office and Email
- Ability to operate basic office equipment, including but not limited to, photocopier, fax machine, shredder and calculator

SPECIALISED TECHNIQUES/SKILLS:

- Good human relations skills to deal effectively with personnel at all levels
- Good oral and written communication skills.
- Ability to work independently, using initiative and without close supervision.
- Ability to manage a diverse workload and meet firm deadlines
- Strong organizational and time management skills including the ability to handle multiple tasks simultaneously
- Ability to work with details

WORKING CONDITIONS:

- Normal office environment
- May occasionally be required to work beyond normal working hours to meet deadlines

JOB DESCRIPTION

REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports To:

Nature of Supervision Received:

Directly:

Senior Accounting Officer

Supervision Given To:

Nature of Supervision Given:

Directly:

N/A

N/A

Indirectly:

N/A

N/A

LIAISES WITH:

Internally:

All Staff Members

Externally:

Goods and Services Suppliers

Government Agencies

External Auditors

Banks

Private Sector Organizations

DUTIES & RESPONSIBILITIES:

1. Assists with the collection, collation and consolidation of departmental budgets
2. Prepares journal entries for accuracy and ensures proper posting of transactions to the general ledger and subsidiary ledgers
3. Reviews suppliers' cheques and supporting documentation for completeness and accuracy and submits to the Head of Finance & Administration for approval
4. Checks suppliers statements; reconciles differences and ensures that all invoices and credit notes have been processed and cheques prepared for payment correctly and in accordance with agreed terms
5. Reconciles daily receipts, prepares summaries and ensures correct recording by the Revenue Officer
6. Reviews the Daily Bank Balance Report and prepares monthly bank reconciliations for review by the Head of Finance & Administration; prepares journal entries to effect required adjustments to the bank account
7. Assists in maintaining the Fixed Assets Register and depreciation schedules and undertakes physical inventory counts to verify fixed asset records.
8. Verifies, compiles and inputs pay data for non-managerial staff and generates their payrolls; prepares payroll payment vouchers, pay slips and cheques; submits all documents to the Head of Finance & Administration for approval; distributes pay slips
9. Processes voluntary and statutory staff deductions and remits to relevant financial institutions and government agencies within deadlines

10. Checks work of Receipt Officer to ensure lodgments are in keeping with report and receipts containing specified information, such as period, registration number.
11. Verifies Petty Cash reconciliations and reimburses Petty Cash funds
12. Prepares monthly schedules and reconciliations for the annual external audit
13. Assists with preparing and analysing periodic management information
14. Handles accounts payable and payroll enquiries
15. Maintains files for accounting reports/records generated
16. Supervises and coordinates the work of subordinate staff and monitors performance vis-à-vis established objectives and standards.
17. Undertakes, in conjunction with the Human Resources & Administration section, various human resource functions including but not limited to hiring, training, performance appraisals, promotions, and vacation scheduling.
18. Performs other related functions assigned from time to time by the Head of Finance & Administration

AUTHORITY TO:

- Incur expenditure within budget and financial guidelines.
- Take disciplinary action in relation to staff supervised, in accordance with the FSC's human resource policies and procedures.

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- Suppliers are paid accurately, on time and in keeping with established policies and procedures.
- Policies and procedures governing salary administration and statutory returns are adhered to
- Payroll deadlines are observed and calculations are accurate
- Bank balances maintained are accurate
- Completeness and accuracy of output from the section
- Queries/issues are answered or resolved within the established timeframe.

- Information provided to management is timely and reliable
- Accounting files and records maintained are up-to-date and accurate.
- Confidentiality and integrity are exercised.