STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission ("the Commission") invites applications for the following permanent position:

ACCOUNTANT
IN THE FINANCE AND ACCOUNTS DEPARTMENT

A. Job Summary

The Accountant is responsible for ensuring the timely and accurate preparation of financial statements of the Trinidad and Tobago Securities and Exchange Commission, in accordance with International Accounting Standards (IAS) and statutory requirements to meet reporting requirements of Management, the Board of Commissioners and the Ministry of Finance (MoF).

B. Responsibilities / Accountabilities

Financial Statements

- Prepares the monthly, quarterly and annual financial reports inclusive of variance analysis.
- Prepares the audit file for the interim and year end audit, which includes schedules for all Balance Sheet line items.
- Prepares the Commission's financial statements and notes in accordance with International Financial Reporting Standards (IFRS).
- Prepares and follows up on all external confirmations to agencies such as Financial Institutions, MoF and Legal Counsel.
- Resolves any issues/concerns/queries raised by the auditors in a timely manner.
- Performs other job-related duties as assigned by the Finance Manager.

Operational

- Prepares bank reconciliation for all bank accounts.
- Prepares and reviews all journals and postings to the general ledger, as required for the accuracy of the financial statements.
- Prepares and ensures the accurate computation and remittances for taxation such as
- quarterly and withholding tax.
- Performs other job-related duties as assigned by the Finance Manager.

Budgeting

- Prepares departmental templates and coordinates with functional Directors/Managers to obtain required data.
- Collates data used in budget into master budget schedule.
- Assists Finance Manager in completion of budget package to MoF.
- Performs other job-related duties as assigned by the Finance Manager.

Other

- Assists with overseeing the maintenance of the Fixed Asset Register.
- Verifies reconciliation of prepayments and accruals on a monthly basis.
- Provides indirect supervision to accounts clerks.
- Performs other job- related duties as assigned by the Finance Manager.

C. Minimum Qualifications and Experience

- Bachelor's Degree in Accounting, Finance, or a related field.
- ACCA Level II or equivalent.
- Three (3) years' experience in preparing financial statements and management reports.
- Membership in the local accountancy board (ICATT) would be an asset.
- Any equivalent combination of qualifications, experience and training will be considered.

D. Competencies

Technical Competencies:	**Behavioural Competencies**:
• Knowledge of accounting principles and procedures • Proficiency in Microsoft Office Suite • Planning, organising and budgeting skills • Understanding of audit principles and procedures • Proficiency in computerized accounting software • Strong communication skills	• Integrity • Analytical and conceptual thinking • Initiative / Drive • Results and customer oriented • Interpersonal understanding • Teamwork/Cooperation • Flexibility/Adaptability

E. Key Contacts

- Internal: All Divisions/Departments of the Commission

External: Auditors, Financial Institutions, statutory bodies, suppliers, Ministry of Finance

Monthly Salary (TT) - $10,753 ~ $19,888

All applications should be addressed as follows:

Vacancy – Accountant

Director, Human Resources
Trinidad and Tobago Securities and Exchange Commission
Levels 22-23, Tower D
International Waterfront Centre
1 Wrightson Road
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than November 1, 2026

The Commission thanks everyone for your interest, however, only shortlisted candidates will be contacted.

Please be advised that AI may be utilized in the recruitment process.