



## STAFF RECRUITMENT

The Deposit Insurance Corporation  
invites applications to fill the contract position of:

### ACCOUNTANT

#### Job Summary

The incumbent is required to perform all accounting duties and functions relating to the Corporation and the companies in liquidation under the Corporation's administration

The incumbent is also required to analyze daily operations in the money, capital and foreign exchange markets and make recommendations for the investment of available funds within those markets and manage the portfolio of Funds.

#### Responsibilities/Accountabilities

- **Finance and Accounting**

1. Performs all accounting duties and functions relating to the Corporation and the companies in liquidation which it administers.
2. Prepares financial statements, budgets and other financial reports relating to the Corporation and the companies in liquidation
3. Prepares the Corporation's Annual Budget and monitors its performance on a quarterly basis.
4. Prepares financial statements for the Corporation for Management on a quarterly basis and statutory purposes
5. Reviews liquidation reports for companies in liquidation.
6. Ensures proper allocation, custody and appropriate banking of funds received for the Corporation and institutions in liquidation.
7. Reviews returns for the Inland Revenue Department – Value Added Tax, Corporation Tax and any other related tax returns.

## ○ **Investment Management**

1. Executes the investment function with respect to the placement of new investments, maturities, interest posting and other related matters within each portfolio of funds and conducts routine risk assessment, economic reporting and research on member institutions under the respective funds
  2. Maintains supporting schedules and reconciliations of investments across the various categories within each portfolio and conducts analyses in the domestic money, capital and foreign exchange markets with respect to interest rates and yields on an on-going basis.
  3. Makes projections on domestic money, capital and foreign exchange markets to inform investment decisions and the budgetary process; also prepares analytical reports on an ongoing basis and makes appropriate recommendations.
  4. Maintains up-to-date, well organized and informative data bases for domestic money, capital securities and foreign exchange markets and prepares routine statistical reports and research papers as directed.
- Performs other related duties as required.

## **Minimum Qualifications and Experience**

- Professional Accounting qualifications (ACCA/CIMA/CMA/CPA) or equivalent
- A Master's Degree in Finance will be considered an asset
- At least 5 years' working experience in accounting

## **Knowledge, Skills and Ability**

- Knowledge of relevant accounting standards
- Knowledge of IFRS-9 will be an asset.
- Knowledge of liquidation will be an asset
- Ability to communicate effectively both orally and in writing
- Ability to operate both autonomously to drive a deliverable, as well as to work effectively as part of a team
- Excellent organisational skills
- Excellent Analytical and problem-solving skills
- Proficiency in Microsoft Office with expert knowledge in Excel

## **Key Contacts**

INTERNAL - All Staff

EXTERNAL- Central Bank of Trinidad and Tobago, Ministry of Finance, Member Institutions, Brokers, Members of the Public

**All applications should be forwarded under confidential cover and addressed as follows:**

**The General Manager**  
The Deposit Insurance Corporation  
19-20 Victoria Square West  
**Port of Spain**  
email address: [rbadree@dictt.org](mailto:rbadree@dictt.org)

**Applications should arrive no later than February 9, 2018.**

**PLEASE NOTE:**

**UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**