

# Trinidad & Tobago Revenue Authority

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Job Description – Chief Financial Officer – Finance  
and Accounting V4.0

## TRINIDAD AND TOBAGO REVENUE AUTHORITY

JOB DESCRIPTION			
<b>JOB TITLE</b>	Chief Financial Officer		
<b>DIVISION</b>	Corporate Services	<b>DEPARTMENT</b>	Finance and Accounting
<b>SECTION</b>	N/A	<b>UNIT</b>	N/A
<b>JOB NO./ID</b>	EX/CFO/V0.1	<b>JOB LOCATION</b>	Head Office
<b>REPORTS TO</b>	Director General	<b>SUPERVISES</b>	Manager-Budget Management & Financial  Manager - Revenue & Management Accounting
<b>JOB SUMMARY</b>	<p>The Chief Financial Officer - Finance and Accounting is an executive leader of the Corporate Services Division in the Trinidad and Tobago Revenue Authority ("the Authority" or "TTRA") and reports directly to the Director General.</p> <p>The incumbent is required to provide leadership to staff members of the Finance and Accounting Department and shall direct and oversee the financial activities of the Authority, including all internal and external financial reporting as well as overseeing the development and implementation of strategies and best practices as required.</p>		
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE			
<b>EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Chartered Certified Accountant – FCCA/CMA</li> </ul>		
<b>KNOWLEDGE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Knowledge of International Public Sector Accounting Standards and statutory reporting requirements.</li> <li>Knowledge of relevant legislation, including but not limited to the Finance Acts, and Exchequer and Audit Act.</li> <li>Knowledge of best practices in management reporting and internal controls in a large financial entity.</li> </ul>		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Ten (10) years' experience performing senior accounting duties;</li> <li>Five (5) years' public sector accounting experience at a senior managerial level.</li> <li>Experience managing large teams of people and budgets.</li> </ul>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Any other equivalent combination of education and experience</li> </ul>		

KNOWLEDGE AND SKILLS						
BEHAVIORAL COMPETENCIES	Competency	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
		Attention to detail				■
	Communication					■
	Conflict resolution				■	
	Client orientation				■	
	Decision making				■	
	Emotional intelligence					■
	Ethics, integrity, and transparency					■
	Leadership					■
	Organizational knowledge and awareness					■
	Strategic thinking					■
	Analytical skills				■	
	Teamwork				■	
	Financial reporting					■
	Management reporting and analysis					■
	Cost accounting and management					■
TECHNICAL COMPETENCIES	Business planning					■
	Corporate finance and treasury management					■
	Risk management and internal controls					■
	Accounting information systems					■
	Tax strategy, planning and compliance					■
	Negotiation					■
	Business acumen					■
	Innovation					■
	Project Management					■
	Critical Analysis					■
	Written Advocacy					■
	Proficiency in Microsoft Office Suite				■	

## WORKING RELATIONSHIPS

### INTERNAL STAKEHOLDERS

Director General, Executives and Senior Managers. ~~within the Corporate Services Division~~

### EXTERNAL STAKEHOLDERS

Ministry of Finance, other ministries (as required)

## PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- The job responsibilities are primarily carried out (but not limited to) an indoor setting and centred around computer-based activities. However, there may be occasions when tasks need to be completed at different locations. Throughout the fulfilment of job responsibilities, the incumbent will frequently need to engage in sitting, speaking and listening activities.

## RESPONSIBILITIES AND ACCOUNTABILITIES

- Directs the timely, complete and accurate preparation of all internal and external financial information including Annual Estimates of Revenue and Expenditure and end-of-year closing accounts for the TTRA and reports on Revenue Collection.
- Ensures compliance with International Public Sector Financial Reporting Standards (IPSAS) and relevant T&T Public Sector financial reporting guidelines and directions from the Ministry of Finance.
- Establishes and maintains a strong system of internal controls and processes to ensure compliance with established procedures and legal and financial obligations.
- Oversees the development of and compliance with financial management policies, procedures and mechanisms that minimize financial and operational risk.
- Prepares and monitors cash flow projections and related documentation to determine the optimal allocation of funds or the necessity of obtaining additional funding.
- Oversees the budgetary and cost management process ensuring that there is effective coordination and communication between finance and all budget holders.
- Oversees the timely and accurate processing of the payroll function and ensuring compliance with statutory reporting requirements.
- Coordinates and facilitates external audit processes as required.
- Stays informed about market standards and practices in financial accounting and finance systems, assesses cost-effectiveness, and makes internal recommendations for any changes.
- Provides direction to Department personnel and ensuring that staff ~~they~~ receive appropriate training and fulfil their duties to the necessary standards.
- Monitors, reports, and forecasts the Department's performance by overseeing the KPIs, identifying risks and issues, and implementing corrective action(s) where required.
- Develops and implements KPIs for the team and utilises the Performance Management system to manage and measure performance and motivate team members.
- Provides input into the development of the Department's budget and monitors and controls its utilization.
- Provides information for presentations and reports for Board meetings, senior leadership meetings and various departments of the Authority when required.
- Remains updated on relevant tools, methodologies, and technology.

Performs other job-related duties as required.

POSITION FILLED (Comments from Hiring Team)	
JOB NO.	
PERSON HIRED	DATE HIRED
APPROVED BY: NAME & TITLE	
ADDITIONAL COMMENTS	

AUTHORIZATION/CONFIRMATION	
LINE OFFICIAL SIGNATURE: _____	DATE: _____
HR OFFICIAL SIGNATURE: _____	DATE: _____

Please email your CV and covering letter to: [careers@hrc-associates.com](mailto:careers@hrc-associates.com) addressed to:

Senior Consultant, HRC Associates Limited, #3 Marli Street, Queen’s Park West, Port of Spain, Trinidad & Tobago.

**Closing Date: September 1st, 2024**

***We would like to thank all applicants for their interest. However, we wish to advise that only those candidates considered will be contacted.***