



THE TRINIDAD AND TOBAGO STOCK EXCHANGE LIMITED JOB OPPORTUNITY

Position:	Accounts Officer	Department:	Finance
Type:	Full-time, Permanent	Location:	Port of Spain

I	<p>Objective</p> <ul style="list-style-type: none"> • To support the Financial Accountant in developing and maintaining accounting principles, practices and procedures • To analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. • To assist in preparing ad-hoc reports for FA and requests from various departments.
II	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Preparation of detailed reports on unaudited monthly management accounts for TTSE and TTCD. • Preparation of unaudited annual management accounts for TTCD Settlement Assurance Fund and TTSE Contingency Fund • Ensure the monthly, quarterly and annual regulatory related obligations are performed and met in a timely and accurate manner, provide evidence of meeting statutory obligations to Compliance Department • Monitor the activities and performance of accounts receivable and payable function so as to ensure timely collection of receivables and payment to suppliers; active follow up on past due customer balances and preparation of detailed monthly accounts receivables reports • Assist in the preparation of TTSE and TTCD budgets • Generate and dispatch invoices to Member Firms and Listed Companies in a timely manner and liaise with them to ensure all relevant fees are received on a timely basis • Post accounting entries with supporting documents, e.g. expenses, journals and receipts on a daily basis • Assist in the preparation of the Investment Portfolio Report for the Capital Markets Development Investment Committee (CMDIC) on a monthly basis. • Preparation of Cash Flow forecasts for both TTCD and TTSE inclusive of US Cash Flow Forecasts • Monitor the cash flow of the operating bank accounts and advise the Financial Accountant prior to funding. • Assist in the internal and external audits by facilitating and providing accounting records and schedules to the internal and external auditors. • Ensure accounting records are properly filed and stored. • Processing of Payroll and all related Statutory deduction, and reconciling Health, Life and Pension plan amounts. • Conduct an annual fixed asset count to ensure accuracy of the fixed asset register. • Prepare all bank and other monthly reconciliations for TTSE and TTCD. • Ensure that TTSE and TTCD are always tax compliant and prepare monthly tax schedules and annual tax returns. • Performs other related duties as maybe required from time to time.
III	<p>Key Relationships / Reporting Structure</p> <ul style="list-style-type: none"> • Reports to the Financial Accountant or person so designated to act in their absence. • Interacts with investors, Member Firms, the Securities and Exchange Commission, the Commercial Banks, internal staff, Listed Companies, Internal and External Auditors. • Interacts with Regulatory bodies e.g. BIR and NIB.
IV	<p>Accountability Accountable for:</p> <ul style="list-style-type: none"> ○ Meeting accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. ○ Confirming financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports. ○ Maintaining accounting controls by establishing a chart of accounts; defining accounting policies and procedures. ○ Guiding other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.



	<ul style="list-style-type: none"> ○ Maintaining financial security by establishing internal controls. <p>Avoiding legal challenges by understanding current and proposed legislation; enforcing accounting regulations; recommending new procedures in accordance with accounting standards, procedures, rules and regulations.</p>
V	<p>Performance Parameters</p> <ul style="list-style-type: none"> • Daily compliance with rules, operational policies and procedures. Errors minimized. • Posting accurate accounting entries. • Respond to all queries and/or requests received from internal and external auditors, or internal staff • Remain up-to-date on IFRS changes and its impact on the organization. • Accurate preparation and submission of timely monthly financial reports including Board Reports. • Timely collection of Accounts receivable and payment to suppliers. • External Regulatory Compliance
VI	<p>Value Added Performance and Teamwork</p> <ul style="list-style-type: none"> • Suggest solutions to problems and changes to procedures to improve efficiency. • Takes responsibility for correcting customer service problems and corrects these problems promptly. • Acts quickly and decisively to resolve any problem that may arise. • Indirectly assists in other areas of the organization, by providing strong support to co-workers, and ensuring workgroup deadlines are met and contributing to a high level of morale. • Leads special projects and achieves completion on time and within budget.

The incumbent is required to possess the following combination of qualifications, skills, training and experience

VII	<p>Qualifications</p> <ul style="list-style-type: none"> • Professional Accounting Qualification will be an asset e.g. ACCA level 1, Certified Accounting Technician (CAT) or First Degree in Accounting. • At least 3 years' experience in an accounting environment. • And/ or a suitable combination of education and work experience would be considered.
VIII	<p>Technical Skills</p> <p>The incumbent must possess</p> <ul style="list-style-type: none"> • Working knowledge and experience of Peachtree Accounting Software, Knowledge of Microsoft dynamics or any other accounting software • Working knowledge and experience in using Payroll software
IX	<p>Knowledge and Other Skills</p> <ul style="list-style-type: none"> • Proficient in Microsoft Office Suite • Excellent Interpersonal and problem solving skills • Ability to interact professionally and productively • Excellent Time management and Organizational skills • Ability to multitask and committed to meeting deadlines • Good written, oral communication and report writing skills • Ability to work well as part of a team

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS JUNE 5TH, 2026