

PORT AUTHORITY OF TRINIDAD AND TOBAGO



TO : All Employees

FROM : Chief Human Resource Specialist

DATED : 2018 April 17

SUBJECT : VACANCY: MANAGEMENT ANALYST (FINANCE DEPARTMENT)

Applications are invited from suitably qualified persons for the position of Management Analyst (Finance Department). Interested persons must satisfy the following criteria:

JOB SUMMARY:

The Management Analyst (Finance) reports to the Executive Manager Finance and is responsible for the processing of salaries for Senior Managers (SM) and Contract Workers on a monthly basis, as well as preparing and submitting financial reports to Government and Statutory Agencies.

Duties and Responsibilities:

- Process Salaries for Senior Managers (SM) and Contract Workers on a monthly basis.
- Prepares annual Tax Deduction forms (Article 4 of the Public Service)
- Submits monthly reports to the Executive Manager Finance detailing Emoluments paid to Employees of TTIT.
- Prepares and submits financial reports to Statutory Agencies and Ministries.
- Prepares spreadsheet for Government annual Subventions.
- Process Bond Loan Payment Vouchers after Bank Invoices are verified.
- Monitors short term investments and updates investment schedules when necessary.
- Develops, secure and maintains a records management system for accuracy and easy retrieval of records.
- Responsible for analyzing Payroll data and other financial data for decision making by the Board.

Qualifications:

- Degree in Accounting, Finance, Management or other related field.
- Proficiency in Microsoft Office.
- Must display confidentiality and thoroughness.
- Experience with any full-fledged payroll system would be an asset.
- Post Graduate qualification will be an asset.

Required Knowledge and Skills

- Proficiency in Statistical Analysis
- Excellent Communication skills (oral and written)
- Proficiency in Powerpoint presentations

Applications along with evidence of certificates should be submitted no later than **4:00 p.m. on Wednesday, 2018 May 02** addressed to:

**Chief Human Resource Specialist
Re: Management Analyst (Finance)
Port Authority Administration Building
Dock Road
Port of Spain.**

OR

**via E-mail as follows:
aminaa@patnt.com**

E-mail subject line should read: Management Analyst (Finance)

Unsuitable applications will not be acknowledge.