



## **VACANCY – FINANCIAL ACCOUNTANT**

Applications are invited from interested and suitably qualified individuals for the position of **Financial Accountant**, FortisTCI, Providenciales, Turks and Caicos Islands.

### **Description**

The Financial Accountant is responsible for assisting in the preparation of annual financial statements including all relevant disclosures in accordance with US GAAP, maintenance and development of critical financial reports, system monitoring and implementation of budgetary controls and provision of required analyses to various departments.

The Financial Accountant will manage critical areas in the financial operations on the Work Order Systems, Inventory Management and Fixed Assets to ensure that they are in accordance with established guidelines and procedures.

### **General Accounting:**

- Ensures the accurate and timely completion of all account reconciliations and monthly management reports.
- Monitors performance indicators, highlighting trends and analyzing causes of unexpected variances in all areas of revenues, expenses and capital.
- Ensures that all corporate policy changes are incorporated in the accounting process according to the guidelines set.
- Provides major support in financial reporting as regards to compliance with US GAAP.
- In charge with providing financial requirements to all stakeholders (parent company, internal, external, financial institutions, CARILEC and other interested parties)
- Oversees the preparation of US GAAP compliant financial statements for submission to external auditors and Fortis Inc.
- Performs quality assurance review of all financial information before submission to internal and external stakeholders and responsible for all consolidated reports of FortisTCI Limited and TCU.
- Ensures that the vendor master file are updated and appropriately documented.
- Assists in internal and external audit activities as required.
- Ad-Hoc Reporting and Financial Analysis.
- Provide assistance with the documentation of business processes and accounting policies.
- Perform quarterly updates/assessments on the effectiveness of internal controls over financial reporting
- Assist in accounting research on emerging issues relating to the business.
- Provide assistance in the preparation of relevant regulatory reports and annual Government questionnaires and economic surveys.
- Preparing and coordinating Ad-Hoc Reporting and Financial Analysis.  
Assist with the preparation of quarterly Compliance and Officer Certificates for submission to relevant debtholders

### **Plant Accounting:**

- Closely coordinates and assists key departmental personnel to ensure that all asset acquisition, sale, retirement, and other disposals are accounted for, recorded and fully supported with appropriate documentation and authorization.
- Closely coordinates with all heads of department in ensuring that all completed self-constructed projects are tracked and recorded accurately and in a timely manner.
- Actively participates in the annual budget process by ensuring that the provision of capital and depreciation information are updated, complete and based on reliable assumptions and data.
- Conducts regular review and evaluation of capital and operational projects and accounts for cost-reduction opportunities.
- Leads the development of cost standards for material, labor, and overhead for line extension customers.
- Responsible for the preparation of financial information for the annual property insurance renewal.
- Responsible for compiling and managing capital project budgets and preparing the monthly capital variance report including leading discussions with project owners in regards to the variances.
- Ensures that the Fixed Assets System is reconciled, up to date and maintained.
- Sets up new vendors in the system and ensures that the vendor master file are updated and appropriately documented.
- Conducts regular review and evaluation of capital and operational projects and accounts for cost-reduction opportunities.
- Ensures that all asset acquisition, sale, retirement, and other disposals are accounted for, recorded and fully supported with appropriate documentation and authorization.
- Oversees maintenance and reconciliation of fixed asset systems in Microsoft AX and Excel.
- Responsible for ensuring maintenance of the Inventory Sub Ledger and provide key participation in the Inventory Count process as well as other key modules

### **Enterprise Resource Planning**

- Serve as Lead person in the ERP migration as relates to General Ledger, Banking, Accounts Payable, Fixed Assets, Inventory and Work Order Management
- Other duties as may be assigned from time to time.

### **Supply Chain Management**

- Perform analytics on materials planning and budgeting and assist Business Planning Analyst as required.
- Prepare complex spreadsheets for tracking and data analytics for various areas including but not limited to (Purchasing & Logistics, Receiving, Warehouse Management, Inventory counts, Scrap Management and other adhoc reports)
- Assist the Manager of Supply Chain with the documentation of business processes, best practices and supply chain policies.
- Assist in estimating future product demand, analyzing inventory flow, and developing effective forecast models based on industry trends and demand patterns.
- Other duties as may be assigned from time to time.

### **Academic/Technical/Management Experience & Qualifications:**

- Bachelor of Science with a degree or major in Accountancy.
- Must be a CPA, CA, ACCA, or CMA.

- Must have at least 5 years extensive experience in an accounting role.
- Must have thorough understanding of Generally Accepted Accounting Principles (GAAP).

**Abilities, Skills, Experience, Aptitude & Judgement:**

- Must have strong analytical skills with a high level of competence and proficiency in financial analysis;
- Must possess strong inter-personal, organizational, multi-tasking, written, and oral communication skills.
- Must possess high level of professional excellence characterized by sound judgment skills, and drive for results.
- Must possess the ability to develop, monitor and maintain management information systems and procedures.
- Must possess excellent working knowledge of MS Office software programs, including MS Word, Excel, Access, PowerPoint, and various databases.
- Working knowledge of Microsoft AX Dynamics and other ERP systems would be a plus.
- Aptitude for numbers and quantitative skills.
- Must possess basic supervisory skills to provide minimum instructions to other team members and conduct first level of review.
- Must be a team player.

**Salary commensurate with experience and qualifications**

**Deadline for submission of applications through your head of department (inclusive of a cover letter, resume and a FortisTCI application form) is November 30, 2021:**

**Claudia Munnings**  
**Director, Human Resources**  
**FortisTCI Limited**  
**P. O. Box 132, Providenciales**  
**Email address: [hrapplications@fortistci.com](mailto:hrapplications@fortistci.com)**