

Finance Manager

Estate Management and Business Development Company Limited (EMBD)

Category: Accountancy & Finance

Location: Couva

Employment Type: Full-time

Term: Contract

Salary: Concealed

Closing Date: 24 April 2026

Job Description

The Finance Manager heads the Finance Department reporting directly to the CEO. The main duties shall be the day-to-day management of the Finance Department to ensure full integrity in the Company's financial statements, implementation and supervision of all control processes for financial systems, proper and efficient management of revenue reporting, cost accounting, corporate budgeting, compliance with all statutory and taxation laws, ensuring completion of external audits of financial statements in a timely manner, performing functions as required under relevant public procurement legislation, prepares regular financial reviews of business performance not limited to EMBD's Quarrying, Agricultural Leasing, Construction and Project Management operations, assistance to the Senior Management Team and providing financial advice on new business opportunities and strategic plans.

Key and Critical Responsibilities

- Financial and Accounting Operations: Oversees the financial and accounting functions of EMBD.
- Preparation of financial reports including income statements, balance sheets, reports to shareholders, tax returns and reports for government regulatory agencies.
- Directs the preparation and interpretation of the Management Accounts, treasury functions and investment of funds.
- Ensures appropriateness of EMBD's accounting policies and internal controls.
- Oversees budget preparation and provides support to Management in the preparation of annual budgets and budget reviews.
- Supports EMBD's internal audit functions and ensures that procedures for risks control and management are implemented.
- Spearheads the external audit functions and performs the role and function as EMBD's key liaison with the external auditors.
- Provides accurate and timely financial and statistical information on the performance of the organisation to the Management and Board of Directors.
- Strategic Planning: Studies long-range economic trends and projects the company's prospects for future growth.
- Contributes to corporate strategic and business planning processes.

- Directs the treasury function and supervises investments of funds.
- Analyses the company's operations to pinpoint opportunities for improved efficiency.
- Confers with the executive team to coordinate and prioritize financial planning.
- Teamwork: Performs tasks and projects which are key to the sustainability and success of the organisation.
- Develops staff to willingly support teamwork and personal development.
- Performs such tasks as may be required for the smooth operation of the department and organisation when needed.
- Represents the Finance Department when needed.

Key Competencies

- Chartered Member of the Association of Chartered Certified Accountants (ACCA) or equivalent professional accounting qualification.
- Ten (10) years experience in senior financial and accounting management.
- Five (5) years Senior Management Leadership/C-Suite experience directing a multi-disciplinary team or other suitable Senior Management experience.
- Experience in Public Sector/State Enterprise and a Post Graduate Degree will be considered an asset.
- Adaptive leadership experience.
- Ability to think strategically and commercially.
- Excellent communication skills.
- Ability to establish and maintain effective working relationships.
- Fosters learning and development; Ensures accountability; High degree of integrity.
- Proficiency in Microsoft Office 365, Microsoft Pay or other payroll software, Accounting software.
- Knowledge of Public Procurement and Disposal of Public Property Act 2015, as amended.
- Knowledge of budgeting processes, variance analysis, and the ability to assist in the development of budgets and financial forecasts.
- Familiarity with financial systems and software, internal control procedures and the ability to ensure the accuracy and reliability of financial data.
- Sound knowledge of Companies Act and State Enterprise Performance Monitoring Manual.
- Competent in developing financial and accounting policies and procedures.

How to Apply

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.