

EMPLOYMENT OPPORTUNITY

NATIONAL TELECOMMUNICATIONS REGULATORY COMMISSION (GRENADA)

POST OF ACCOUNTANT

Applications are invited from suitably qualified and experienced persons for appointment to the post of **Accountant** with the National Telecommunications Regulatory Commission (NTRC) at its office located on Maurice Bishop Highway, Grand Anse, St. George.

Job summary

Under the general direction of the Coordinator, the **Accountant** shall be expected to contribute to the financial management and service delivery of the NTRC by performing the following accounting tasks:

- Producing monthly, quarterly, and annual financial statements, and other ad hoc reports as required by the Commission.
- Preparing the annual budget at the end of each financial year.
- Maintaining proper and accurate accounting and financial records, including revenue and expenditure.
- Ensuring timely collection of all fees prescribed under the Telecommunications Act or Regulations as well as the disbursement of fees to the relevant authorities.
- Managing the computerized financial management information system.
- Management of Payroll, Accounts receivable, and Accounts Payable functions.
- Responsible for accounts reconciliation including bank accounts and general ledger review.
- Developing and maintain internal financial controls.
- Liaise with Auditors to ensure timely preparation of audited financial statements.
- Conducting annual physical inventory and maintain an up-to-date register of assets.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in accounting/Finance or
- Professional Certificate in Accounting: ACCA, CPA, or similar certification

- At least five (5) years' experience in an Accounting or Financial Management position within a Finance/Accounting Department

REQUIRED COMPETENCIES

- Knowledgeable of MS Office 365 software, with advanced Excel skills.
- Proficient in the use of QuickBooks or similar accounting software.
- Results oriented and sound decision-making ability.
- Excellent oral and written communication and interpersonal skills.
- Ability to be self-directed and meet deadlines.
- Ability to plan, develop and implement strategies, procedures, and work standards.
- Knowledgeable of financial modelling and forecasting techniques.
- Proven knowledge of financial analysis and strategy.
- Possess strong leadership and management skills.
- Ability to effectively present information and respond to questions from the Coordinator or the Board of the Commission.

Cover letter along with curriculum vitae, and contact information of two referees should be addressed to

The Coordinator,

National Telecommunications Regulatory Commission,

P. O. Box 854, St. George's, Grenada,

or sent by email to gntrc@ntrc.gd by **15th June 2023**.

