

## TTC JOB DESCRIPTION

Position Title:	Senior Accountant	
Level and Salary:	Level 6/5	\$18,000 to \$22,500
Department:	Finance Department	
Location:	Funafuti	
Benefits:	Housing	
Report to:	Chief Financial Officer	

### JOB PURPOSE

This position is responsible for keeping real time and historical records and accounts of all financial activities and transactions of TTC. The Senior Accountant leads the implementation of day-to-day operational activities within the Finance Department and provides timely and accurate historical financial records to the CFO and senior management team to allow for strategic projections, planning and decision making.

### KEY RESPONSIBILITIES

1. Manage all daily transactions.
2. Lead all efforts towards maintaining, validating, reconciling, and reporting historical accounting records.
3. Work closely with the CFO to prepare and publish financial statements, budgets, as well as recurring and ad-hoc financial reports.

### MAIN DUTIES AND OUTCOMES

1. Gather and maintain records of all financial data, ledgers and source documents.
2. Prepare and maintain records of journal entries for all transactions.
3. Lead and review the reconciliation of all journal entries against invoices, receipts, bank statements, billing system logs, and other relevant sources.
4. Prepare quarterly and annual financial statements for review with and approval by the CFO.
5. Maintain online records of daily transactions.
6. Maintain online analysis and dashboards for projects, activities, revenue streams, and other classifications as approved by the CFO.
7. Prepare budgets and monitor expenditures, revenue and other financial activities.
8. Lead monthly, quarterly and annual closings.
9. Analyze finances to determine risks and opportunities.
10. Verify all financial information before final review and approval by the CFO.
11. Advise CFO on financial issues as they arise.
12. Report to the CFO and attend to any other duties assigned by the CFO from time to time.

## **MANDATORY REQUIREMENTS**

1. Diploma in Accounting and Finance or a related field.
2. Proficient in Financial Accounting Systems, preferably MYOB.
3. Experienced in using spreadsheet software for basic data analysis.
4. Understand the application of appropriate accounting standards.

## **DESIRABLE REQUIREMENTS**

1. Excellent oral and written communication skills in both English and Tuvaluan.
2. Excellent time management skills.
3. At least three years working experience in a similar position.

## **IMPORTANT NOTICE**

Applicants through their application **MUST**:

1. Address all the qualification requirements of the job description.
2. Address each of the responsibilities of the job as listed in the job description indicating how best they can carry out those responsibilities satisfactorily and at the same time add value to the job.
3. Respond to (1) and (2) with information reflecting those in their CV and other attached documents.