

**Advertisement Date: 31st January 2024**

**Closing Date; 27<sup>th</sup> February 2024**



**JOB TITLE:** Accountant  
**JOB LOCATION:** Providenciales  
**DEPARTMENT:** Finance  
**REPORTING MANAGER:** Senior Accountant  
**EMPLOYMENT TYPE:** Permanent  
**COMPENSATION:** Grade: 7.1

**JOB PURPOSE:**

The Accountant is responsible for assisting in preparing 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 accountant will manage critical areas in financial operations, including Accounts Receivables, Collections, and Fixed Assets, to ensure compliance with established guidelines and procedures.

**DUTIES AND RESPONSIBILITIES INCLUDE:**

- Ensures the accurate and timely completion of all account reconciliations and management reports.
- Manage revenue recognition and costs in compliance with Company policies.
- Manage the Accounts Receivables, Collections, and Fixed Assets functions.
- Ensure timely collection of revenues due to the Company in a timely manner by tracking and following up on outstanding payments
- Manage aged debt and limit the company's exposure to bad debt.
- Monitors performance indicators, highlighting trends and analyzing causes of unexpected variances in all revenues, expenses, and capital areas.
- Ensures that all corporate policy changes are incorporated into the accounting process according to the guidelines set.
- Ensure accurate and complete accounting and financial reporting complies with IAS, IFRS, and Company policies.
- In charge of providing financial requirements to all stakeholders (internal, external, financial institutions)

- Oversees the annual external audits.
- Performs quality assurance review of all financial information before submission to internal and external stakeholders.



- Ensures the billing checklist is updated and establishes review processes to ensure all customers have been billed accurately.
- Ensures payments are made accurately by monitoring the billing process.
- Develop Accounts Receivables dashboard of Key Performance Indicators.
- Ensures that the customer master files are updated and approximately documented.
- Ad-Hoc Reporting and Financial Analysis.
- Assist with the documentation of business processes and accounting policies.
- Assist in accounting research on emerging issues relating to the business.
- Assists in the preparation of relevant statutory and Government related reports.
- 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.
- Manage the monthly close activities, perform month-end reconciliations, and create monthly financial templates to ensure tasks are completed within the time frames.
- 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 is updated, complete, and based on reliable assumptions and data.
- Conducts regular review and evaluation of revenue accounts, capital and operational projects, and accounts for revenue and cost reduction opportunities.
- Responsible for the preparation of 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 regarding the variances.
- Ensures that the Fixed Assets System is reconciled, up to date, and maintained.
- Oversees maintenance and reconciliation of fixed asset systems in Sage 50 and Excel.



- Perform ad-hoc analysis and financial modeling to aid decision-making by the senior accounting team.
- Update and maintain financial presentations for the senior accounting team.
- Provide insights to the senior accounting team to inform financial decisions.
- Provide financial systems support to our project team as and when needed.
- Supervise the Junior Accountant – Revenue and Accounting Officer – Revenue.
- Contribute to developing new or amended accounting systems, programs, and procedures.
- Any Other Duties assigned by Supervisors.

### **Educational Requirements and Experience:**

- Bachelor's or Master's Degree in Finance or Accounting;
- Minimum 3-5 years' experience in accounting/finance in the Aviation Industry (Preferred);
- Experience in partnering across different teams/departments;
- Experience in communicating with senior management;
- Experience in managing deadlines;
- Strong verbal and written communication skills;
- Technical expertise with the ability to work with large amounts of data, build financial models, key statistics, and visual charts;
- Proficient in Microsoft Software Suite;
- Proficient in Computerized Accounting Programs (Sage 50 and Sage Fixed Assets);
- High analytical skills;
- High knowledge of GL and SL review, analysis, and presentation;
- Experience with Financial Statement Preparation, Review, and Budgeting

**Salary Range: \$50,000.00 to \$55,000.00 per annum.**

**Qualified candidates should submit their Resume, Cover Letter and Proof of Status via email on or before:  
February 14, 2024  
to:**



TURKS AND CAICOS ISLANDS  
AIRPORTS AUTHORITY

**Turks and Caicos Islands Airports Authority**  
**Walter E Cox Sr Admin Building**  
**163 Airport Road**  
**Downtown, Providenciales**  
**Turks and Caicos Islands**



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