



JOB OPPORTUNITY

The Grenada Investment Development Corporation is seeking to employ a suitably qualified professional to fill the position of **FINANCE SPECIALIST** within the **Finance Department**.



KEY and CRITICAL RESPONSIBILITIES:

1. Perform functions in the accounting software including but not limited to: -
 - a. Posting bills, cheques, and receipts
 - b. Preparing invoices
 - c. Reviewing postings of cash receipts
 - d. Preparing budget entries

2. Assist with the preparation of monthly Management accounts to include the following elements: -
 - a. Post monthly entries
 - b. Reconcile accounts
 - c. Prepare bank reconciliations
 - d. Generate payable reports and other reports as required
 - e. Prepare Cash Flow

3. Reconcile supplier invoices with purchase orders and supplier statements with payables ledger, resolve discrepancies and prepare cheque payment vouchers

PREFERRED CANDIDATE PROFILE:

Experience & required knowledge:

At least two (2) years' experience in performing Accounting functions and preparing financial reports.

- ✓ Knowledge of Accounting principles
- ✓ Accuracy of posting transactions
- ✓ Ability to identify errors in financial reports and make necessary corrections where applicable
- ✓ Accuracy in reconciling bank accounts and other ledgers
- ✓ Ability to meet deadlines
- ✓ Quality of written reports and documents
- ✓ Confidentiality

Education:

Fundamentals level in ACCA or Bachelor's degree in Accounts or Finance from a recognised institution.

I.T. Skills:

QuickBooks; Microsoft Office software proficiency

Competencies:

- ✓ Accounting principles and practices
- ✓ Financial reporting
- ✓ Management accounting
- ✓ Budgeting and monitoring
- ✓ Reconciliation
- ✓ Analytical skills

APPLICATION PROCEDURE:

Applications and supporting documents should be submitted via e-mail to application@gidc.gd **no later than Friday, 13th May 2022.**

Unsuitable applications will not be acknowledged.