



National Infrastructure Development Company Limited

## EMPLOYMENT OPPORTUNITY:

The National Infrastructure Development Company Limited (NIDCO) is a Special Purpose State Enterprise established by the Government of the Republic of Trinidad and Tobago to manage the delivery of assigned infrastructure projects. NIDCO is inviting applications for the following position:

# RECONCILIATION CLERK

## JOB SUMMARY

This position is responsible for the reconciliation of several Balance Sheet accounts with the exception of bank accounts, accounts payable and accounts receivable. The reconciliations span a period of ten (10) years prior to the current Financial Year.

Support from existing staff will be provided throughout the reconciliation process.

## DUTIES AND RESPONSIBILITIES

- Obtain and document systems and procedures for treating with financial submissions to our line Ministry, relevant to accounts to be reconciled.
- Trace complex transactions through multiple inter-related accounts for accuracy.
- Ensure transactions are posted to their designated projects and associated project accounts through review of supporting documentation
- Trace multiple transfers of funding among various bank accounts and identify project expenditure reimbursed and reimbursable.
- Liaise with the Engineering and Programme Management Department where necessary to obtain explanations and relevant documentation for clarity and assurance over transactions.
- Highlight and investigate transactions that deviate from our standard policy and procedures for recording and treating with contractor invoices throughout the accounting process.
- Prepare journal entries where necessary to correct transactions and results.
- Effectively communicate procedural errors that emanate during the reconciliation exercise.
- Actively participate in meetings convened specifically to address the progress of the reconciliation exercise.
- Provide weekly progress reports.

## WORKING RELATIONSHIPS

- Reports to the VP Finance or designate
- Works closely with Accountants and stakeholders.

## SKILLS AND ABILITIES

- Strong understanding of project accounting where risks and rewards of ownership of each project recognised on the Company's books is held by an external entity.
- Considerable experience with complex reconciliations.
- Ability to meet strict deadlines.
- Exercises a high level of attention to detail.
- Strong analytical and problem solving skills.
- Ability to work with minimal supervision.
- Excellent written and verbal communication skills.
- Team player with an ability to work with multiple parties.
- High level of confidentiality in dealing with sensitive information.
- Proficiency in software applications, including Excel and SAGE Accounting.

## QUALIFICATIONS, EXPERIENCE AND TRAINING

- A professional qualification such as ACCA or a combination of extensive experience and part qualification.
- Knowledge of relevant International Financial Reporting Standards (IFRS).
- A minimum of Five (5) years experience in reconciling financial records, two (2) of which are post qualification years.
- A suitable combination of qualifications and experience shall be considered.

## THE HUMAN RESOURCE DEPARTMENT

National Infrastructure Development Co. Ltd (NIDCO)

The Atrium – Don Miguel Road Extension, San Juan

Trinidad, W.I.

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CLOSING DATE FOR RECEIPT  
OF APPLICATIONS IS

Monday 6<sup>th</sup> May 2019.

Unsuitable applications will not be acknowledged.