Lake Asphalt
"Paving the way---throughout the world"
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Qualified persons are encouraged to apply for the position of

MANAGER, FINANCE - On Contract

Job Summary

The Manager, Finance reports to the Chief Executive Officer and is responsible for managing the Company's finance and accounting functions, including financial planning, budgets, financial statements, management reporting, cash and liquidity management, internal controls and financial risk oversight. The incumbent advises Management on financial performance and opportunities for improved efficiency, revenue generation and cost control, while ensuring compliance with applicable accounting standards and statutory and regulatory requirements.

Key Duties and Responsibilities

Financial Management, Planning and Budgetary Control

- Manage the finance and accounting functions through the implementation of effective internal controls consistent with applicable accounting standards.
- Recommend initiatives to support achievement of the Company's financial objectives and contribute to financial planning and decision-making.
- Prepare annual budgets and monitor actual performance against approved targets to guide corrective action to address adverse variances.
- Manage the Company's daily liquidity position and ensure funds are available to support operations and financial obligations.
- Assist in identifying and selecting financing sources and negotiating loans, where required.
- Develop and manage an investment strategy to maximise returns from surplus funds.

Financial Reporting, Compliance, Audit and Risk Management

- Prepare monthly and annual financial statements and management reports in accordance with applicable accounting standards and reporting requirements.
- Ensure financial transactions are accurately recorded and accounted for through robust internal controls and sound financial record-keeping.
- Lead and coordinate the external audit process to ensure completion within specified time frames.
- Ensure that tax matters and statutory remittances are properly prepared and submitted to the appropriate authorities on time.
- Advise Management of changes in legislation, financial regulations and accounting standards that may affect the Company.
- Evaluate and recommend appropriate accounting systems, software and infrastructure to strengthen financial reporting, forecasting, monitoring, expenditure control and departmental risk management.

Governance, Financial Analysis and Stakeholder Relations

- Serve as Chairperson of the Procurement and Disposal Advisory Committee (PDAC) in accordance with the Company's applicable governance arrangements.
- Analyse investments and recommendations relating to the Company's employee benefit plans.

- Review cost-reduction and revenue-generation opportunities, advise Management of potential benefits and projected outcomes, and support financial performance improvement.
- Maintain effective working relationships with external auditors, financial institutions, statutory bodies and Government Ministries.

People Leadership, Payroll and Health, Safety and Environmental Compliance

- Lead, supervise, train and develop Finance Department personnel in accordance with the Company's human resource standards and practices.
- Prepare payroll for senior staff, exempt staff, management and Directors, and oversee the preparation of all other payroll categories.
- Participate in relevant operational and safety meetings and comply with all health, safety and environmental policies, procedures and site rules.
- Perform other job-related duties assigned by the Chief Executive Officer or another duly authorised officer.

Minimum Qualifications

- A university degree in Finance, Chartered Accountant as evidenced by ACCA, CIMA or other relevant professional qualification.
- Master's Degree in Finance, Business Administration or another suitable discipline.

Minimum Experience

- A minimum of ten (10) years' experience at a senior management level.

Specific Skills, Knowledge and Competencies

- Specialised knowledge of accounting principles, budgeting and finance and accounting software.
- Strong analytical and financial reporting skills, with sound professional judgement.
- Excellent written and verbal communication skills.
- Proven leadership and people-management abilities.
- Proficiency in Microsoft Office Suite.

Profile

The ideal candidate will be a strategic, analytical and results-oriented finance professional with the leadership capability to strengthen financial controls, provide reliable management information, support sound decision-making and contribute to the Company's financial sustainability.

Applicants should submit a cover letter, curriculum vitae, two (2) references with contact information, police certificate of character or receipt (no older than three months) and copies of relevant qualifications.

Addressed to:

The Human Resources Department
Lake Asphalt of Trinidad and Tobago (1978) Limited
Brighton
La Brea
Applications may also be sent directly to: recruitment@trinidadlakeasphalt.com

DEADLINE FOR SUBMISSION: 30th October, 2026

We thank all applicants for their interest; however, only persons selected for an interview will be contacted.