



TRAVEL AND ADMINISTRATIVE ASSISTANT

Department:	Finance
Location:	51 A Railway Road, Cunupia
Job Title:	Travel and Administrative Assistant
Reports to:	Chief Financial Officer

JOB SUMMARY:

To arrange all company travel, transport and accommodation across the Group (Trinidad, Guyana, Suriname, USA) and to assist with travel, transport and accommodation arrangements for the Directors of the Group as and when required.

To provide administrative support to the Finance department including but not limited to areas such as banking, filing, documentation, cash reconciliations and reporting.

DUTIES AND RESPONSIBILITIES:

- Source optimal travel options for the following as it relates to all business travel across the Group, and Directors' personal travel as and when requested:
 1. Flights
 2. Hotel/accommodation
 3. Vehicle rental
- Arrange foreign currency for traveling staff and Directors (expenses or per diem in accordance with policy)
- Prepare and lodge applications for tourist and other visas as required
- Manage travel packages of Directors:
 1. Caribbean Club
 2. AA Rewards
 3. Any other as relevant
- Manage assigned credit card for travel costs including retaining adequate supports for amounts spent and submission to Accounts Payable Clerk for settlements
- Ensure foreign currency issued for travel is appropriately reconciled by traveling parties via the submission of supports (bills/receipts) and returned cash for each trip; query any unreconciled amounts and escalate issues to the CFO for further action
- Liaise with the Treasury Supervisor to obtain and return foreign currency for travel purposes – ensure cash returned from trips is submitted immediately upon return of traveling parties, with the related reconciliations submitted within 48 hours of return
- Maintain a record of defaulting traveling parties and escalate issues to the CFO with recommendations for remedial action (e.g. measures to recover shortfalls, cessation of foreign currency issuance)
- Review all foreign currency reconciliations for reasonableness, and query unusual or unreasonable items on reconciliations (e.g. missing supports, unreasonable tips etc.), escalate issues to the CFO for further action
- Maintain and reinforce adherence to the Group's travel policy, identify instances of non-compliance and escalate to the CFO for further action
- Ongoing review of the Group's Travel Policy with recommendations for improvement as determined
- Provide administrative support to the Finance department including but not limited to:
 1. Filing, copying, scanning of documents
 2. Monitor cheque stock to ensure timely re-ordering
 3. Coordination of Finance department activities

- Provide administrative support for all banking arrangements including but not limited to:
 1. Maintenance of banking due diligence and management of renewals as required
 2. Preparation of documentation for changes/updates to banking arrangements (signatories, limits etc.)
 3. Preparation of documentation for new banking arrangements (Know Your Customer (KYC), Director and Signatory IDs and Proof of Address (POA) etc.)
 4. Provision of guidance to Guyana, Suriname and USA offices for items 1 to 3 above
- Preparation of letters and correspondence to the bank for daily and ad hoc needs including but not limited to:
 1. Transfers between accounts
 2. Wire transfers to Group Companies
 3. Instructions for the preparation of managers cheques
 4. Instructions for collection of documents
 5. Requests for cash (local and foreign currency) and instructions for collectionsAny other correspondence that may from time to time be required
- Other duties as may be assigned from time to time by the CFO or Finance Manager

EDUCATION AND EXPERIENCE:

- Diploma or equivalent qualification in Administrative or Office Management
- At least 2 years' experience in a senior administrative role
- Proven ability to maintain confidentiality and flexibility in a fast-paced environment
- Excellent written and spoken English
- Highly skilled in MS Office
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team
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SKILLS, KNOWLEDGE AND ABILITIES

- Highly organized
- Adaptable and able to multi-task, deadline oriented and able to prioritize to ensure deliverables are met as required
- Personal qualities of integrity, credibility, professionalism, and a commitment to the Company's vision and mission
- Excellent feedback and reporting skills, solution oriented and ability to work with minimal supervision if required