



THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

EMPLOYMENT OPPORTUNITY

OPERATIONS ASSISTANT/CASHIER (ON CONTRACT)

JOB OBJECTIVE

To support the Accountant and the Finance and Administration Department by performing the financial activities of the Council with all cash-related functions, including receiving of monies from clients, petty cash custodian, reconciliation and depositing of all income and maintaining filing system of all accounting records.

DUTIES AND RESPONSIBILITIES

- Collect revenues for all ACTT's core services, including Statements on Recognition and Equivalence, Registration, Accreditation, Programme Approval;
- Supply relevant departments with information of payments received for ACTT's services;
- Collect revenues for workshops, conferences and seminars hosted by ACTT;
- Prepare statements of reconciliation of income on a weekly basis for verification by the Accountant;
- Prepare bank deposits for revenue received on a weekly basis and arrange for timely dispatch to the bank;
- Settle LINX machine on a daily basis;
- Fax and dispatch bank instructions for wire transfers, bank drafts, stopping of cheques and issuing of foreign currency no later than one (1) day after receiving instructions;
- Perform petty cash custodian responsibilities for the accurate maintenance and security of the imprest;
- Establish, update and maintain filing systems for the Department in an orderly and systematic manner;
- Assist with processing financial transactions through the Council's accounting software, within stipulated timeframes, to ensure maintenance of proper electronic records;
- Follow up/call ACTT's customers with respect to their outstanding payments and the due date by which they are expected to pay; and
- Perform any other related duties as may be assigned.

QUALIFICATIONS AND EXPERIENCE

- Minimum of five (5) CXC/GCE O-Level passes, including English and Mathematics
- Working knowledge of at least one (1) General Ledger Program
- Proficiency in the use of Microsoft Office Suite, particularly Excel and MS Word
- Minimum of three (3) years' experience in a Computerised Accounting Environment
- Basic math knowledge and familiarity with accounting procedures.

PERSONAL ATTRIBUTES

- Strong interpersonal skills
- Excellent oral and written communication skills
- Ability to work with all stakeholders
- Trustworthiness and reliability
- Ability to maintain utmost confidentiality
- Excellent organisational, time management and interpersonal skills

Please submit applications to:

The Human Resource Officer
The Accreditation Council of Trinidad and Tobago (ACTT)
Level 3, Building B, Pan American Life Plaza
91-93 St Vincent Street, Port of Spain
or via email:
vacancy@actt.org.tt

Deadline for all applications: May 29, 2013

UNSUITABLE APPLICATIONS SHALL NOT BE ACKNOWLEDGED.