

THE ACCREDITATION COUNCIL OF TRINIDAD AND TOBAGO

EMPLOYMENT OPPORTUNITY

OPERATIONS ASSISTANT – FINANCE & ADMINISTRATION (3 year contract)

JOB OBJECTIVE

To provide administrative and clerical support to the Finance and Administration Department of The Accreditation Council of Trinidad and Tobago (ACTT) by handling all correspondences appropriately, ensuring accurate and timely processing of financial data, liaising with customers, responding to queries, and providing support in other relevant areas as required to achieve the daily goals of the organisation.

DUTIES AND RESPONSIBILITIES

- Maintains filing system in keeping with the established systems (physical or online) and procedures
- Prepares and processes invoices by verifying source documents and distributes accordingly
- Petty cash custodian and duties associated with this function
- Generates receipts for clients and institutions and distributes accordingly
- Screens and records all incoming and outgoing correspondence in the appropriate logs
- Prepares, verifies and enters data into appropriate accounting software
- Follows-up on active matters relating to receivables
- Assists in collating, drafting, preparing and editing the department's monthly report
- Receives and screens incoming calls, determines priority matters and notifies relevant persons accordingly
- Responds to queries from internal and external stakeholders
- Prepares and processes journals via Excel and accounting software and ensures that all relevant backups are attached
- Record, collate and post receipts records and posts supplier bills
- Performs general clerical duties including photocopying, scanning, binding documents, collection and distribution of mail for internal and external use
- Conducts research as necessary

- Performs any other related duties as may be assigned by your Supervisor/Department head
- Collects revenues for all the Council's core services including statements of recognition and equivalence, registration, accreditation, programme approval, workshops, conferences and seminars hosted by ACTT, etc.
- Supplies relevant departments with information of ACH/cheques payments received for the Council's services
- Prepares statements of reconciliation of income for verification by the Accountant

QUALIFICATION/CERTIFICATION/EXPERIENCE

- Minimum of five CXC/GCE O-Level passes, including English, Mathematics and Principles of Accounts
- Proficiency in Microsoft Office suite, particularly Word, Excel and PowerPoint
- Administrative Assistant Certification would be an asset
- Knowledge or experience with accounting software, preferably QuickBooks
- Minimum two years' experience in a similar position, performing related duties

E-application form available at actt.org.tt/vacancies

In addition to online submission, please email résumé to vacancy@actt.org.tt

Completed e-application (inclusive of résumé) must be submitted by

November 24, 2025