



UNIVERSITY of the SOUTHERN CARIBBEAN
Royal Road, Maracas, St. Joseph

CAREER OPPORTUNITY

FINANCIAL AFFAIRS DEPARTMENT

The University of the Southern Caribbean invites applications for the following position:

ACCOUNTANT

DUTIES AND RESPONSIBILITIES

- Responsible for asset management
- Recording asset- visual and written
- Logging and labeling all asset by departments
- Determine cost of asset
- Conducts inventory on a quarterly basis
- Uploads budget into accounting software
- Responsible for final upload of information to Accounting System
- Liaises with Accounting Software management support group
- Liaises with technical persons in relation to issues with the Technology
- Receives and records denominational transactions and reconciliations
- Provides support to Chief Accountant
- Perform any other duties as requested by Supervisor

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in accounting or finance from an accredited institution in addition to ACCA level 11 or CPA

Or

- ACCA level III, or other equivalent professional qualification
- Four to five years of progressively responsible accounting experience inclusive of asset management
- Experience in working with Finance Software system

OTHER REQUIREMENTS

- Knowledgeable in Word, Excel, Windows, and accounting programs.
- Knowledge of accounting principles (GAAP) and standards.
- Must be able to communicate effectively with all level of management, employees and customers.
- Integrity, dependability, confidentiality and conscientiousness required.
- Critical thinking
- Appropriate and professional appearance and demeanor required.
- Excellent Customer Service Skills
- Committed to high spiritual, moral and ethical standards of the University of the Southern Caribbean

Applications should include detailed curriculum vitae, and two (2) written recommendations, with one being from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:

**THE HUMAN RESOURCE DEPARTMENT
UNIVERSITY of the SOUTHERN CARIBBEAN
P. O. BOX 175
PORT OF SPAIN
TRINIDAD**

Or email us at: hr@usc.edu.tt or uschumanresources@yahoo.com

Applicants are also required to submit a copy of the application to:

Chief Manpower Officer, Ministry of Labour & Small and Micro Enterprise Development, Level 3, #50-54 Duke Street, Port of Spain.

Advertisement will be left open until a suitable candidate is found

The University wishes to thank all applicants for their interest; however, only short-listed applicants will be contacted.

