

We are inviting suitably qualified nationals of Trinidad & Tobago to apply for the following position:

## ACCOUNTING ASSISTANT (CONTRACT)

The Accounting Assistant provides accounting and clerical support by performing all accounting functions relative to the Company under the direction of the Accountant, in accordance with established procedures and practice.

### RESPONSIBILITIES INCLUDE:

- Contributes to the accuracy and efficiency of purchasing and payables transactions for the Company.
- Controls and monitors petty cash account by maintaining cash book to support petty cash balances; preparing payment request for all disbursement, summarizing in accordance with procedures for obtaining approval and reimbursement
- Ensures correct accounts allocation by verifying and processing payment of all regular and statutory charges incurred by the Company; preparing payment request in accordance with procedure for obtaining approval and preparation of cheques; preparing monthly journal vouchers to allocate inter-company transactions, bank transactions, payroll transactions, fixed assets transactions and any other related adjustments,
- Controls Plant Spares Inventory and maintaining the Inventory Control Sub-Ledger of the Company
- Contributes to control over fixed assets by Maintaining the Fixed Assets Register, updating for additions and disposals
- Contributes to accuracy of financial information by Reconciling and analysing monthly Balance Sheet accounts and Parent Company account and Investigating and clearing any misallocations
- Prepares monthly payroll and associated payments and returns
- Preparing supplier reconciliations on a quarterly basis
- Assisting in the preparation of reports as required for the Parent Company, MEEA & other Regulatory Bodies.
- Maintains the filing of work as it relates to Purchase Requisitions, Purchase orders, Cheque Payments, journal vouchers, inventory, fixed assets and payroll.
- Maintaining supplies for the Finance department: stationery, cheque books, receipt books, stores/inventory requisitions.
- Demonstrates intimate knowledge and understanding of HSE laws, policies and procedures as stated in the HSE Manuals.

### THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- ACCA Level II or equivalent
  - Three (3) years' experience in Accounting
  - Driver's License
- Skills and Training:
- Computer literacy with proficiency in Microsoft Excel & Word
  - Good written, Oral and Interpersonal communication skills
  - Ability to work under stress and to meet deadlines

OR

Any other suitable combination of qualifications, experience and expertise.

If you meet the above requirements, kindly upload a complete résumé with cover letter no later than **2023 August 02** to:

<https://www.caribbeanjobs.com/Accounting-Assistant-Contract-Job-165393.aspx>

addressed to: **General Manager – Human Resource & HSSE**  
Trinidad & Tobago National Petroleum Marketing Company Limited  
NP House, National Drive, SEA LOTS