

JOB DESCRIPTION

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| Job Title | Senior Accounting Assistant-Treasury | Job Reference No. | |
| Department | Finance | Created / Revised | July, 2022 |
| Reports to | Accountant – Treasury | Staff Supervised | |

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|-------------------|---|------------------------------------|-------------------------------------|---------------------------------|--|
| Type of position: | <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Part-time | <input type="checkbox"/> Contractor | <input type="checkbox"/> Intern | |
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ACCOUNTABILITIES

- Review payments and disbursements.
- Review of Claims Validation ensuring that reconciling items are cleared within 90 days or 3 months.
- Complete variance reporting on actuals against planned on a monthly basis and manage the budget unit of the accounting software.
- Review Ledger/Schedules/ Reconciliation of assigned accounts.
- Review of Admin fee Reporting ensuring that all relevant payments generated by the GPAS system are appropriate for payment.
- Preparation of correspondence for investment acquisitions and disposals; complete the Weekly Investment Research report.
- Assign investment funds and related documents.
- Complete Investment Filings.
- Assist in the preparation of the Annual Plan/Budgets.
- Assist in coordinating the year-end audit.
- Prepare cash Reconciliations for non OECS/CCIS territories.
- Act as company administrator for Company bank accounts.
- Any other assigned tasks.

SKILLS REQUIREMENTS

- Strong Analytical Skills
- Proficiency in MS Office applications i.e. Word, Excel
- Ability to meet tight deadlines
- Strong Interpersonal and communication skills

EXPERIENCE REQUIREMENTS

- Minimum of 3- 5 years in an Accounting environment

EDUCATION, KNOWLEDGE AND CERTIFICATION REQUIREMENTS

- Level 2 ACCA, or equivalent qualification
- Computer Literacy (e.g. Microsoft Excel, Office etc.)