

TRINIDAD TOURISM LIMITED (TTL)

POSITION DESCRIPTION:# 7

Job Title: Accounting Assistant	Date Reviewed: December, 2017
Division: Finance and Accounting	Department: Accounting
Job Purpose:	
<ul style="list-style-type: none"> Reporting to the Accountant, the Accounting Assistant provides accounting support to the Accountant which includes all aspects of accounting and monitors and reports 	
Accountability:	
The Accounting Assistant is required to perform accounting support function in a timely, effective, efficient and accurate manner in keeping with prescribed finance and accounting target dates and standards.	
Key Duties:	
<ol style="list-style-type: none"> Processes monthly payroll (including salary deductions); makes monthly statutory remittances (PAYE, NIS, Health Surcharge); prepares TD4 slips for disbursement to employees ensuring amounts reconcile to the Payroll register, and ensures that all related documents are filed. Reconciles bank accounts and balance sheet statutory accounts (including PAYE, NIS, and Health Surcharge) Prepares journal vouchers for posting to General Ledger. Maintains records of PSIP payments and prepares monthly PSIP status report for approval of the Accountant and Chief Financial Officer. Prepares monthly recurrent and expenditure statements for submission to the Ministry of Finance. Maintains the accounts receivables records. Prepares and post AR and AP related journals, invoices and receipts. Maintains fixed asset register and prepares and post depreciation charges journal 'on a monthly basis Prepares schedule for accruals and prepayment monthly. Assists in the preparation of monthly management accounts. Computes and prepares the VAT returns for the approval by the Accountant. Conducts reconciliation of accounts receivables to ensure that the accounts receivables Sub Ledger balances with the general ledger. Reviews on-line transactions for changes and accuracy and corrects errors Assists in the preparation of annual budgets by providing inputs, as required. Develops and maintains an effective filing system for used cheques and receipt books and other accounting documents for easy retrieval. 	
Competencies	

Core Competencies: Proven capabilities in Service Excellent, Partnering, Creativity & Innovation, and Accountability.

Role Specific Competencies: Accounting and Reporting; Financial Budgeting and Reporting; Financial Systems, Processes and Technology; Financial Policy Development, Interpretation and Application; and Analytical Thinking.

Qualifications and Experience:

Five (5) CXC passes, two of which must be English and Mathematics along with Certified Accounting Technician (CAT) or equivalent qualifications.

Level I ACCA or equivalent professional accounting qualifications would be an asset.

Three (3) years' experience in a broad area of accounting functions in AR, AP, GL, etc.

The Accounting Assistant requires knowledge in the following areas:

- Accounting and bookkeeping terminology and practices.
- Automated accounting systems.
- Spreadsheets and database software.
- General record keeping and filing systems.
- Basic mathematics.

The incumbent must also possess skill and capabilities to:

- Compare data from a variety of sources for accuracy and completeness.
- Detect errors.
- Understand and apply current accounting guidelines, system updates and revisions, and policy changes.
- Meet schedules and deadlines of the work area.
- Communicate effectively.
- Compose routine correspondence and reports.

Reporting Relationships:

Reports directly to the Accountant.