



## **EASTERN CARIBBEAN SECURITIES EXCHANGE LIMITED**

### **VACANCY**

**Job Title:** Accounting Assistant

**Level:** Technical

**Reports to:** Manager – Administration Division

**Job Summary:** The primary responsibility of the Accounting Assistant is to assist the manager, Administration Division with the finance, accounting and budgetary functions of the ECSE and its subsidiaries, the ECCSD and ECCSR.

#### **Responsibilities:**

The basic responsibilities of this position include:

1. Reconciling bank account statements and preparing related reports;
2. Preparing payment vouchers and cheques;
3. Following up on Accounts Receivables;
4. Preparing Petty Cash and Franking Machine journals;
5. Processing travel advances and claims;
6. Taking stock and maintaining inventory records;
7. Preparing accounting-related correspondence;
8. Maintaining accounting files;
9. Carrying out other duties, as directed by the Manager, Administration and the General Manager.

#### **Requirements:**

##### **Qualifications:**

- At least five CXC (grades 1-3) / GCE O' levels (grades A-C)
  - including Accounts, English Language and Mathematics;
- Two GCE A' level subjects (grades A-E)
  - One of which should be Accounts;
- CAT would be desirable;
- Good knowledge of Microsoft Office Products, in particular Microsoft Word and Excel;
- Knowledge of PeachTree accounting software is desirable;
- A minimum of two years work experience in the accounting field.

**Skills:**

- Detail oriented, efficient, energetic, willing to assist in other areas and flexible to work beyond normal working business hours, as necessary;
- Strong analytical, organisational and prioritisation skills;
- Self-motivated, with ability to work on own initiative while being a good team player;
- Exhibition of a high level of maturity;
- Excellent interpersonal skills.

Interested candidates should completed an “ECSE Application for Employment” form, available on this website, and submit this, together with a curriculum vitae, **two (2)** original references, **certified** copies of certificates, and official university transcript(s), to:

**The General Manager  
Eastern Caribbean Securities Exchange  
P O Box 94  
Basseterre  
St Kitts**

to reach no later than **15 October 2009**.