



BISHOP ANSTEY HIGH SCHOOL EAST & TRINITY COLLEGE EAST

EMPLOYMENT OPPORTUNITY

ACCOUNTING OFFICER

1. POSITION OBJECTIVE

The Accounting Officer administers financial functions, including payroll processing, supplier payments, reconciliations, audits, and statutory benefits in accordance with relevant accounting standards, while coordinating with internal departments and external stakeholders to ensure accurate, compliant, and efficient departmental operations which support BATCE's overall mission and strategic goals.

2. KEY ACCOUNTABILITIES

- ❖ **Payroll Administration:** Processes monthly payroll and part-time staff timesheets, including statutory deductions, health and pension contributions, and staff loan reconciliations; preparing journals for QuickBooks upload, distributing payslips, reconciling Micropay accounts, and resolving discrepancies to ensure accurate, timely payments, statutory compliance, and confidentiality of payroll records.
- ❖ **Accounts Payable:** Processes supplier invoices and prepares payments in accordance with established procedures to ensure timely, accurate, and compliant disbursements supporting efficient financial operations and vendor relationships by verifying invoice details and supporting documents, maintaining payment schedules and reconciliations, uploading ACH files, sending remittance communications, and resolving vendor discrepancies.
- ❖ **Financial Reconciliation & Audit Support:** Maintains the accuracy, integrity, and audit readiness of financial records through general ledger management and monthly bank and balance sheet reconciliations in compliance with IFRS and internal control requirements by verifying and posting transactions, resolving variances, maintaining reconciliation files, and preparing audit schedules for Bursar review and submission to external auditors within prescribed timelines.
- ❖ **Statutory Employee Benefits Administration:** Administers NIS benefits (maternity, sickness, retirement) by accurately completing forms on time, responding to employee queries, and ensuring compliance with statutory and internal policies to ensure employees receive correct benefits and maintain regulatory and institutional compliance.
- ❖ **General Administration:** Assists with departmental operations by preparing job letters, coordinating with regulatory bodies and insurance providers for required licences and services, maintaining accurate records, and guiding Business Centre Assistants to ensure accurate QuickBooks postings and strong administrative and financial controls.

3. THE CANDIDATE

Education & Experience

- ❖ A Diploma or Associate Degree in Accounting, Finance, or Business Management from a recognised tertiary institution.
- ❖ Micropay Certification, QuickBooks (Online) Certification, Payroll Certification
- ❖ At least three years of relevant work experience in accounting, payroll and finance.
- ❖ General ledger management and reconciliations
- ❖ Payroll administration - calculating salaries, processing statutory deductions such as NIBTT and PAYE, generating payslips on the payroll software, Micropay or similar software.
- ❖ Experience in financial reporting and compliance.

Knowledge

- ❖ Sound knowledge of accounting principles and practices, including double-entry bookkeeping, financial reporting, and account reconciliations.
- ❖ Knowledge of Trinidad and Tobago statutory and payroll requirements.
- ❖ Familiarity with accounting and payroll systems.

Skills

- ❖ Proficiency in Microsoft Office Suite, QuickBooks, Micropay, or similar accounting/payroll software.
- ❖ Experience with bank reconciliations, accounts payable and receivable, payroll processing, and general ledger management.

Abilities

- ❖ Excellent analytical, problem-solving, and organizational skills.
- ❖ High level of accuracy and attention to detail.
- ❖ Ability to maintain confidentiality and exercise discretion.
- ❖ Ability to manage multiple priorities and meet strict deadlines.
- ❖ Ability to work independently and collaboratively in a team environment.

4. FURTHER INFORMATION

Interested persons are asked to submit their applications to hr@batce.edu.tt
CLOSING DATE FOR RECEIPT OF APPLICATIONS – August 07, 2026