



Trinidad and Tobago  
Postal Corporation

# **JOB OPPORTUNITY**

## **ACCOUNTING ASSISTANT**

### **(PAYROLL)**

**DIVISION: HUMAN RESOURCES**

**REPORTS TO: ACCOUNTS SUPERVISOR (PAYROLL)**

**POSITION SCOPE:**

The Accounting Assistant, Payroll performs a variety of accounting tasks in support of the Payroll function.

**KEY DUTIES AND RESPONSIBILITIES:**

- Prepares standard payroll payments to all applicable employees
- Prepares cheques to facilitate manual payroll payments
- Calculates overtime, subsistence payments, payment of arrears
- Coordinates the transfer of funds for salary payments into respective accounts
- Assists in payroll journal entry and in reconciliation of payroll accounts
- Enters data into the financial system
- Maintains records through filing, retrieval, retention, storage, compilation, coding, updating and purging
- Tracks payroll deductions into system monthly
- Prepares statutory deduction forms such as PAYE, NIS
- Supports the Payroll Supervisor in preparing end of month activity summaries and exception reports

**EDUCATION:**

- Certified Accounting Technician (CAT)  
OR
- Associate of Accounting Technicians (AAT)  
OR
- Associate of Chartered Certified Accountants (ACCA) Level I

**EXPERIENCE:**

- A minimum of one (1) year experience in a similar position

**ESSENTIAL SKILLS / ATTRIBUTES:**

- Good communications and interpersonal skills
- Familiarity with accounting software packages
- Proficient use Microsoft Office suite-Word and Excel
- Ability to work effectively and prioritise in a high performance, fast-paced work environment
- Ability to adapt quickly to different tasks
- Ability to work with minimal supervision

The closing date for applications is **December 04, 2015.**

*Please note that unsuitable and late applications will not be acknowledged.*

Applications should be addressed to: -

**General Manager, Human Resources**  
**Human Resources Division**  
**Trinidad and Tobago Postal Corporation**  
**National Mail Centre**  
**240-250 Golden Grove Road**  
**Piarco, 350462**  
**Trinidad and Tobago or email: [gmr@ttpost.net](mailto:gmr@ttpost.net)**