



THE UNIVERSITY
OF THE
WEST INDIES
FIVE ISLANDS
CAMPUS

Career Opportunity

INTERNAL ADVERTISEMENT FOR THE POST OF ACCOUNTING ASSISTANT III (GRADE 9) IN THE BURSARY

Applications are invited for the post of **Grade 9 Accounting Assistant III** in the Bursary.

Duties of the post include:

1. Ensuring strict adherence to The University's Financial Code and financial policies and procedures.
2. Assisting with the planning of workflow programmes and ensuring that Section and overall Bursarial targets are achieved.
3. Assisting in the supervision of staff in fulfilling the objectives of the Section within specified timelines and promoting good work ethics.
4. Assisting in the preparation of final accounts and monthly financial schedules, reports specific to the assigned Section and various other financial reports for management and/or external stakeholders within set deadlines.
5. Any other duties assigned by the Section Financial Manager to ensure that the departmental goals are achieved and are in alignment with The University's strategic objectives.

KNOWLEDGE, SKILLS AND ABILITIES:

Applicants should be familiar with the University's mission, structure, policies and procedures. Applicants must possess knowledge and experience of accounting principles, practices and procedures; knowledge and experience of computerised accounting systems and applications. Applicants should have the ability to meet strict reporting deadlines and should be skilled in performing detailed and complex numerical computations and reports. Candidates should be proficient in Banner Finance and PeopleSoft HRMS and must be proficient in Microsoft Office Suite.

MINIMUM QUALIFICATIONS:

Education:

Required

Candidates must have completed Level II ACCA and/or possess a BSc Degree in Accounting/Management/Finance or equivalent professional accounting qualifications from a recognized body.

Experience:

Required

At least three (3) years of experience in a computerised accounting environment preferably at a Grade 7 Accounting Assistant II level.

COMPETENCIES:

Client Focus	Attention to Detail
Interactive Communication	Teamwork
Work Ethics and Values	Planning and Organising
Continuous Learning	Adaptability
Using Information Technology	Initiative
Analytical Thinking	Critical Judgement
Accounting and Reporting	

Salary will be fixed in accordance with the Grade 9 salary scale.

Applicants are **required** to submit:

1. A completed application form
2. Curriculum vitae (CV) with full details of qualifications and experience
3. Copies of academic qualifications
4. Names and addresses of three (3) referees (one of whom should be from your previous or present organization). References should also be sent under CONFIDENTIAL cover DIRECTLY to the Employee Success Department without waiting to be contacted by The University.

These are to be sent by e-mail to fic.employeesuccessdepartment@uwi.edu and addressed to Employee Success Department, The University of the West Indies, Five Islands Campus, Antigua and Barbuda, West Indies. The final date for receipt of applications is **February 7, 2025**.

The Employee Success Department would like to thank all applicants for their interest. Please note that only shortlisted candidates will be acknowledged or contacted.

*Campus Registrar
The Office of the Campus Registrar, Five Islands Campus
28/01/2025*