



## THE UNIVERSITY OF THE WEST INDIES

### JOB OPPORTUNITY

#### ACCOUNTING OFFICER THE UWI PRESS, UWI MONA CAMPUS, JAMAICA

Applications are being invited from suitably qualified persons to fill the position of Accounting Officer, at the UWI Press, UWI Mona Campus.

The University of the West Indies Press is a not-for-profit scholarly publisher of books in sixteen academic disciplines. It is particularly well known for its work in Caribbean history, Caribbean Cultural Studies, Caribbean Literature, Gender Studies, Education and Political Science. Founded in 1992, the Press has over 500 books in print. Its books are peer-reviewed and approved by an editorial committee composed of local and international scholars.

The incumbent would report to the Press Director and is expected to provide support for the accounting operations of the Press.

The successful candidate is expected to perform the following duties:

- Generate invoices and account statements;
- Perform account reconciliations;
- Maintain accounts receivable files and records;
- Produce monthly financial and management reports;
- Investigate and resolve any irregularities or enquiries;
- Assist in general financial management and analysis;
- Reconcile financial discrepancies by collecting and analysing accounting information;
- Secure financial information by completing database backups;
- Maintain accounting controls by preparing and recommending policies and procedures.

#### QUALIFICATIONS AND EXPERIENCE

The ideal candidate must have:

- A Bachelors in Accounting, Finance, Business or a related field.
- At least two (2) years' working experience.

#### KNOWLEDGE, SKILLS AND COMPETENCIES

- Understanding of basic accounting principles and accounts receivable processes.
- Proficiency in accounting software (e.g., QuickBooks, SAGE 50).
- Strong MS Office skills, particularly Excel.
- Attention to detail and accuracy.
- Excellent verbal and written communication skills.
- A team player with high ethical standards.

Please submit application with curriculum vitae and at least three (3) references to the University Registrar by August 30, 2024. Applicants are required to write under confidential cover, to the University Registrar, Office of Administration, The Vice-Chancellery, The University of the West Indies, Mona, Kingston 7, Jamaica, West Indies; email: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)

Kingston Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 75 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses.

Full CV and application forms, which must be completed and submitted, can be obtained at the above address and at <http://www.uwi.edu/jobs>. In order to expedite the appointment procedures, applicants are advised to ask their referees to send references under **CONFIDENTIAL cover DIRECTLY** to the University Registrar at the above address without waiting to be contacted by the University. For further particulars of the post, email us at [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm)

The closing date for receipt of applications is **August 30, 2024**.

*The University of the West Indies recognises the time and effort it takes to apply for a position and thanks all applicants, however, only shortlisted candidates will be contacted.*