The Caribbean Agricultural Research and Development Institute (CARDI), an autonomous Institute funded by member countries of the Caribbean Community (CARICOM), invites applications for the following positions at its Headquarters in Trinidad.

**FINANCIAL ACCOUNTANT**

**Qualifications**
ACCA qualification with five years working experience, preferably in the private sector. The person should also be a member of ICATT.

**Responsibilities**
- Supervision of accounting staff
- Management Reports
- Financial Statements
- Audit Schedules
- Cash Flows

**Required skills:**
Leadership, communication, reporting, data entry management and time management.

Knowledge and operation of computerised accounting software and familiarity with a hub and spoke institutional arrangements would be an asset.

**ACCOUNTING ASSISTANT**

**Qualifications**
Level 2 ACCA or equivalent and/or A’ level Accounting. Five GCE/CXC subjects which should include English and Mathematics. Book-keeping experience will be an asset. Must be computer literate and proficient in Microsoft Office Suite.

**Responsibilities**
- Accounting Journals Entries
- Payroll and statutory deductions
- Accounts payable
- Banks reconciliations
- Audit Schedules

For further details on this job please visit our website at www.cardi.org. Applications should reach the Institute no later than 30th April, 2018 and should be addressed as follows:

**Human Resource Unit**
Caribbean Agricultural Research and Development Institute (CARDI)
P.O. Bag 212,
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ST. AUGUSTINE

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