VACANCY NOTICE
ACCOUNTING ASSISTANT
(Local Recruitment - Jamaica Unit)

The Caribbean Agricultural Research and Development Institute (CARDI) an autonomous Institute funded by Member Countries of the Caribbean Community (CARICOM) invites applications for the position of Accounting Assistant located at our Jamaica Unit.

FUNCTION:
Responsible for performing a combination of calculating, posting and verifying duties to record financial data for use in maintaining the accounting records of the Institute.

EXPERIENCE
Three years experience in word processing, office procedures and book-keeping techniques acquired on the job. Knowledge of record-keeping important to the job.

QUALIFICATIONS
At least Level 2 of CAT or equivalent and/or A’level Accounting. Five GCE/CXC subjects which should include English and Mathematics. Office Procedures and Book-keeping will be an asset. Must be computer Literate and proficient in Microsoft Office Suite.

SALARY/BENEFITS
Salary commensurate with qualifications and work experience.

For further details on this job please visit our website at www.cardi.org. Applications should be addressed to the Human Resource Unit, Caribbean Agricultural Research and Development Institute (CARDI) P.O. Bag 212, University Campus, St. Augustine, Trinidad and Tobago or via email at hresources@cardi.org.

The deadline date for receipt of applications is June 20, 2022.

PLEASE NOTE THAT UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGE