

CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE

POSITION DESCRIPTION

DATE OF PREPARATION	:	02 January 2022
APPROVED BY	:	_____
POSITION TITLE	:	Accounting Assistant
DEPARTMENT	:	Finance Unit
COUNTRY	:	Trinidad & Tobago (Headquarters)

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs day-to-day accounting tasks, such as taking charge of cash and keeping records of cash transactions incidental to Headquarters Department or Country Unit. Enters financial transactions in accounting and bookkeeping records.

Ensures funding for projects is appropriately accounted for with the relevant information and assists in the preparation of the Country Reports containing financial inputs, expenditure, bills, etc. to Country Units and Headquarters Departments.

Reconciles statements from banks, suppliers and persons doing business with the Institute with records of CARDI and investigates discrepancies.

Verifies correctness of information, calculation and authorization on documents such as receipts, invoices, cheque stubs and vouchers; file invoices, delivery bills and credit notes.

Prepares statistical information after determining layout in accordance with instructions or in compliance with Secretarial Procedural Manual and financial accounting system.

Prepares letters, reports, forms and other material using computer. Assists in maintaining Headquarters/ Country office files.

Records all correspondence entering or leaving Unit and selects appropriate stationery or form to prepare various documents and material as required.

Assists in the operation of office machines and may be required to perform routine clerical or Receptionist duties.

The above responsibility statements identify specific duties necessary to attain CARDI's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.

REPORTING RELATIONSHIPS : Reports to the Accountant

PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

Internal : All departments within the Organisation

External : Business organisations, and Agencies associated with CARDI.

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 : Secondary School, GCE/CXC English/Office Procedures and Book-keeping. Computer skills required for the inputting of accounting data to produce Transaction Register. Use of database and spreadsheet applications important to job.

Signature of Employee: **Date:**

Signature of Manager/Supervisor: **Date:**