



IGNITE YOUR PASSION

Employment Opportunity

We are inviting suitably qualified nationals of Trinidad & Tobago to apply for the following position:

ACCOUNTING ASSISTANT

The Accounting Assistant generally is responsible for paying the Company's creditors, statutory requirements and employees on time and accurately.

RESPONSIBILITIES INCLUDE:

- Processing purchase orders and payments to suppliers.
- Processing monthly payroll and weekly payroll.
- Processing Employee's statutory deductions such as Health Surcharge and Directors' fees
- Processing LPG Bulk Stock Statement
- Processing LPG Cylinder Reconciliation
- Processing debit notes
- Preparing TD4 supplementary slips
- Entering all related payments/information into Peachtree
- Going to the relevant offices to pay PAYE, Health surcharge, N.I.S., Value Added Tax, Corporation Tax for Natpet.
- Reviewing Daily Sales Report, Daily Production & Sales Report, Imprest System and Bank deposits
- Reconciling individual supplier statement and payroll clearing accounts.
- Reconciling Daily Sales with SDC

- Preparing production report (LPG).
- Preparing general journal on a monthly basis i.e. closing stock, wages & salaries, accruals (both expenses and income when needed) and bank charges
- Any other duties compatible with the position.

THE SUCCESSFUL CANDIDATE MUST IDEALLY POSSESS:

- At least five (5) CXC/GCE ordinary level subjects inclusive of Mathematics and Accounts.
- Knowledge of payroll processing.
- Computer Literacy skills i.e. Microsoft Office.
- Knowledge of Peachtree accounting software.
- Completion of Level I ACCA.
- Good communication skills, both orally and in writing.
- Be able to work in a team.
- Ability to work with little/no supervision.

If you meet the above requirements, send a complete résumé with cover letter no later than **2024 October 31** to:

<https://www.caribbeanjobs.com/ACCOUNTING-ASSISTANT-NATPET-INVESTMENTS-CO-Job-196580.aspx>

Addressed to: General Manager – Human Resource & HSSE
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