

# VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **Accounts Assistant, Eastern Caribbean Supreme Court.**

## JOB DESCRIPTION

JOB TITLE : Accounts Assistant

REPORTS TO : Accountant

CLASSIFICATION : SASP-9

### **A. DUTIES AND TASKS**

1. Verifies and processes invoices.
2. Verifies the electronic posting of invoices.
3. Processes invoices for payment.
4. Reviews the preparation remittance letters.
5. Prepares bank, receivables and payables reconciliation's.
6. Reviews the stock of law books and rules.
7. Reviews and verifies all deposits for correct bank account allocation.
8. Ensures that proper documentation is prepared/presented for payment of petty cash.
9. Reviews allocation and correctness of petty cash prior to re-imburement of float.
10. Assists in the preparation of the monthly payroll.
11. Assists with audits.

### **B. CONDITIONS**

1. Accommodation will be provided in a general office setting.
2. Expected to exercise a high level of confidentiality with regard to information obtained through work activities.
3. Employment will also be subject to the Staff Rules of the Eastern Caribbean Supreme Court and any such Rules and Regulations as may be formatted.
4. May be required to work extended hours as the exigencies of the Court may necessitate.

**C. STANDARDS**

Work performance will be evaluated on the basis of the following:

- a. Maintaining and verifying the posting of all accounts and writing reports.
- b. Maintaining an inventory of book and law reports.
- c. Preparation of cheques and payments of all bills and salaries.
- d. Timely reconciliation of receivables, payables and bank accounts.
- e. Compliance with the established accounting policies and procedure.

**D. SKILLS, KNOWLEDGE AND ABILITIES**

- a. Ability to work with staff at all levels.
- b. Effective written and oral communication.
- c. Ability to operate office equipment such as fax machines and photocopiers.
- d. Proficiency in computer applications.
- e. Knowledge of Peachtree Accounting software would be an asset.

**E. QUALIFICATIONS AND EXPERIENCE:**

This position requires qualifications equivalent to CAT or AAT with three [3] years relevant working experience.

**F. REMUNERATION**

Salary will be commensurate with qualifications.

Applications along with two [2] references and certified copies of documents pertaining to qualifications, should be addressed to:

The Secretary  
Judicial and Legal Services Commission  
Eastern Caribbean Supreme Court  
P.O. Box 1093  
The Waterfront  
**Castries.**

To reach her no later than **6<sup>th</sup> August, 2010.**