



High Commission for the Republic of Trinidad and Tobago, Ottawa

NOTICE OF VACANCY

Locally-Recruited Staff Position of Accounts Assistant

Applications are invited from interested candidates to fill a vacancy of locally-recruited Accounts Assistant in the High Commission for the Republic of Trinidad and Tobago in Ottawa.

The incumbent is required among other things:

- To routinely receive invoices for goods & services, as well as petty cash sub vouchers from Financial Attaché, to prepare payment vouchers for the relevant invoices in the payment voucher book and to record them under the relevant votes in the vote book, under the supervision of the Financial Attaché;
- To present the invoices, payment voucher book and the vote book to the Financial Attaché for inspection and preparation of cheques, within the stipulated timeframe(s);
- To routinely file correspondence relating to Accounting matters, under supervision of the Financial Attaché;
- To conduct yearly opening and closing of all accounts folders under the purview of the Accounts Assistant;
- To scan and file all invoices paid within the previous month to the respective electronic files, within the stipulated guidelines;
- To make routine calls to service providers in connection with goods and services and accounting queries and to maintain the service providers' database;
- To despatch all cheques;
- To update and maintain relevant accounting registers i.e. counterfoil registers, cheques etc.;
- To enter revenue received in the appropriate register and present to the Financial Attaché;
- To assist with the scheduling and execution of the Mission's bi-annual inventory audits;
- To maintain schedules for building and equipment inspections;
- Any other duties as instructed by the Head of Chancery or Financial Attaché.

Minimum requirements

- Must be a citizen or Permanent Resident of Canada, able to work legally in Canada;
- Possess at minimum a secondary school diploma;
- Proficiency in English and Mathematics, as evidenced by relevant certification;
- Attention to detail

Required Knowledge:

- Familiarity with basic accounting and bookkeeping procedures.
- Knowledge of French would be an asset.

Competency

- High level of office computer literacy (Microsoft Excel, accounting software);
- Possess strong organisational skills, the ability to multi-task and work consistently with the capacity to handle various tasks with accuracy
- Ability to actively participate in teamwork i.e. working cooperatively and productively with other team members to achieve the Mission's objectives.
- Demonstrate ethical behaviour.

All interested candidates should submit a letter of interest, résumé, salary expectations, two (2) **written** reference letters, academic transcript of the highest level of education, and a copy of passport or Permanent Residence Card by post to the High Commission for the Republic of Trinidad and Tobago, 200 First Avenue, Ottawa, Ontario K1S 2G6, **or** by email to hcottawa@foreign.gov.tt with the subject line "Vacancy – Accounts Assistant" by **4:30 p.m. on Monday 3rd March, 2025**. Only candidates short listed for the interviews will be contacted.

Date of Posting: Monday 10th February, 2025