



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

ACCOUNTING ASSISTANT II STUDENT BILLINGS AND RECEIVABLES OFFICE OF FINANCE

The **Accounting Assistant II** will expose the Accounting Assistant to a wide range of the finance functions within the Students and Receivables Section. The duties will be performed in accordance with UWI Financial Code, financial procedures and guidelines and Global Campus specific procedures.

Qualifications/Experience

- Five (5) ordinary level certificates including, English Language, Mathematics and Accounting.
- Computer literacy, especially in the field of Word Processing and Spreadsheet Analysis.
- A Bachelor's Degree in Accounting or currently at the professional stage of the ACCA or equivalent professional accounting qualifications from a recognised institution would be an asset.

Key Competencies/Skills

- A good track record of working as part of a team.
- A good record of taking initiative.
- Good interpersonal and communication skills.
- Good analytical skills.
- Good work ethics and values.
- Proficiency in Banner Finance & Student Receivable Module, Microsoft Office Suite and other software.
- Ability to work with minimum supervision.
- Ability to deliver in accordance with strict reporting deadlines.

- Ability to function in a highly interactive and diverse customer-focused environment.

Job Responsibilities

- Manage the Scholarship process in Banner and liaise with sponsors and donors such as:
 - UWI Scholarships;
 - Government scholarships;
 - Other scholarships;
 - Students Loan Bureau - SLB Jamaica;
 - Student Revolving Loan Fund - SRLF Barbados;
 - Sponsorships.
- Responsible for verifying installment plans for all Barbados, BVI, Belize and Bahamas students via the Finance Online Students System (FOSS).
- Respond to queries escalated from the Student Support Center and Helpdesk.
- Check refund requests and update student accounts in Banner Accounts Receivable Module with the relevant refund code.
- Reconcile students' accounts and contact students where necessary.
- Assist with the Tawk Chat during registration.
- Manage student discounts given via the Finance Online Students System (FOSS).
- Assist with student queries with relation to scholarships, discounts and general information.
- Undertake any other duties that may be assigned by the Chief Financial Officer or other designated officials.

Salary Range

- BDS \$3,512.00 - BDS \$5,457.00 per month.
- Placement will depend on qualifications and experience.

**Applications should be made via
The UWI Global Campus, Online Application Form:
<https://www.global.uwi.edu/hrd/forms-documents>**

CLOSING DATE FOR RECEIPT OF APPLICATIONS – December 31, 2025