



## THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

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### ADVERTISEMENT

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#### ACCOUNTING ASSISTANT II OFFICE OF FINANCE

The **Accounting Assistant II** will support the Accounting Officer and Accounting Supervisor - Accounts Payables, by performing accounting duties to facilitate the administration and operations of The Office of Finance. He/She will also perform the function of liaison between Accounts Payable and its internal and external customers, ensuring all queries/requests are appropriately addressed. The Accounting Assistant II will conduct duties in accordance with the 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.
- Proficiency in computer processing for accounting systems and Microsoft suite of applications (in particular Microsoft Excel and Microsoft Word).
- A Bachelor's Degree in Accounting or currently at the professional stage of the ACCA or equivalent professional accounting qualifications from a recognized institution would be an asset.

#### KEY COMPETENCIES/SKILLS

- Good interpersonal and communication skills.
- Good analytical skills.
- Good work ethic and values.
- A good record of taking initiative.
- Ability to get accurate, thorough and organized results in accordance with accounting standards.
- Ability to work with minimum supervision.
- Ability to deliver in accordance with strict reporting deadlines.

- Ability to function in highly interactive and diverse customer-focused environment.
- Proficiency in the Global Campus' ERP systems (Banner, ARGOS, Microsoft Office Suite and other software).

## **JOB RESPONSIBILITIES**

- Input invoices/credit memos into the Banner system (inclusive of credit memos to reflect payments of Banner accounts payable entries by wire transfer, using the transfer request and the approved CIBC-First Caribbean International Bank forms as supported).
- Edit/create new vendors in the Banner vendor database for Barbados and the UWI 14 locations.
- Assist with the compilation of the weekly Accounts Payable listing, using Banner report FARINVA extracted to excel and sorted.
- Take payments off 'hold' in banner and prepare FARINVS listing for cheque processing, after Accounts Payable Supervisor reviews and identifies payments to be made from the Payables listing.
- Process cheques and batch/compile with the relevant support documents and cheque register.
- Log and dispatch cheques for signing.
- Ensure cheques are put in envelopes and disbursed to the relevant GC Divisions or Suppliers by:
  - Postage – written in the relevant log book;
  - Delivery by the Office Attendant – written in the relevant log book;
  - Contacted via emails or telephone;
  - In person collection.
- Batch invoices for zero cheque processing which have been paid via wire transfer and credit memos to reflect Banner accounts payable payment.
- Ensure that the vendor activity for the transactions are net to zero and the relevant Banner entries are taken off 'hold'.
- Generate FARINVS listing and forward to the Functional Analyst for the zero cheque process to be completed.
- Prepare Banner entries for staff benefit requests after the Financial Manager, Accounts Payable, has approved.

- Process purchase orders (POs) for signing by the Accounts Payable Supervisor and distribute to the relevant departments.
- Attach finance copy to the supporting documents.
- Copy purchase orders for partial payments and attach to supporting documents. Place a note on the original PO and return to file.
- Prepare fort-nightly/monthly intercampus payroll & non-payroll schedules and journals and submit to the AP Financial Manager/Accounting Officer, for review and approval.
- Create and update google schedule with Intercampus JVs and JV numbers and share with the AP team for update of the master list to Accounting and Financial Reporting.
- Ensure all incoming documents for processing are stamped/dated and logged in the Accounts Payable logbook.
- Ensure all incoming documents from Global Campus divisions are approved by Budget Holders (HODs) and coded correctly.
- Maintain record of all incomplete documents returned to Global Campus Divisions.
- Match incoming invoices with Purchase Orders (POs) to ensure the information is consistent and report discrepancies to the Accounting Officer or Accounts Payable Supervisor.
- Maintain a log of incoming documents which are in process, with dates of completion of each process.
- Sort and compile financial documents, correspondence in preparation for filing.
- File and maintain current files in a manner which facilitates easy retrieval of material – including vendor statements and Accounts Payable aging reports.
- Follow up/liaise with relevant Global Campus divisions to obtain information for customers/suppliers, to ensure queries are resolved satisfactorily.
- Assist with the reconciliation of vendor statements and banner transactions.
- Assist in the year-end audit preparations.

## GENERAL

- Work with team members towards timely output of unit deliverables and assist with ad hoc requests as may be required from time to time.
- Ensure compliance with the Financial Code and related documents with respect to the financial operations of the Global Campus.
- Undertake any other related duties that may be assigned by the Chief Financial Officer or designated person.

**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 – August 30, 2024**

*We thank all interested applicants; however, only shortlisted candidates will be contacted.*