



EASTERN CARIBBEAN SECURITIES EXCHANGE LIMITED

VACANCY

Applications are invited from suitably qualified individuals to fill the position of **Accounting Clerk** at the Eastern Caribbean Securities Exchange (ECSE), Basseterre, St. Kitts.

Job Summary: The primary responsibilities of the Accounting Clerk are to undertake accounting, administrative and clerical duties within the Accounting and Finance Division of the ECSE and its subsidiaries.

Responsibilities:

1. Enter vendor's invoices in the related sub-ledgers in Sage and assist with the preparation of invoices for the various income streams as directed.
2. Assist in facilitating the payment process as directed including preparation of payment vouchers.
3. Conduct reconciliation of bank and creditors' accounts and reconciliation of general ledger to sub-ledger accounts.
4. Perform quarterly stock checks and maintain inventory records.
5. Assist in performing cheque research, re-issue stale-dated cheques and maintain returned payments records.
6. Assist with general day-to-day customer service duties, including assistance in the collection of Accounts Receivables in accordance with company's policy.
7. Serve as petty cash custodian, prepare documentation and journals for periodic reimbursement.
8. Collate the documentation for the VAT refund filing.
9. Prepare the weekly receivables report.
10. Provide support as needed during the external and internal audits.
11. Assist with the preparation of mail including delivery and collection to/from the Post Office and maintain the returned mail records.
12. Undertake manual and electronic filing of records.
13. Deputise for the Administrative Assistant in his/her absence.
14. Carry out other duties, as directed by Management.

Prerequisites:

The requirements for this position include:

Qualifications:

- At least five CXC (grades 1-3) including Accounts, English Language and Mathematics;
- Two-Unit CAPE subjects (grades 1-5)
- Good knowledge of Microsoft Office Products, in particular Word and Excel;

- A minimum of two years' work experience in a clerical/accounting field;

Skills:

- Detail oriented, good judgement, efficient and energetic;
- Good organizational, time management, prioritization and multitasking skills;
- A good team player, and willingness to work beyond the normal working business hours, as necessary;
- Effective oral and written communication skills;
- A positive attitude and strong work ethics;
- Able to exhibit a high level of maturity, confidentiality and excellent interpersonal skills.

Salary

Salary will be commensurate with qualifications and experience.

Interested persons should submit a completed "ECSE Application for Employment" form (available on the ECSE's website - www.ecseonline.com), together with their curriculum vitae, **two (2)** original references, and **certified** copies of certificates, to recruitment@ecseonline.com, for the attention of;

**The Managing Director
Eastern Caribbean Securities Exchange
P.O. Box 94
Basseterre
St. Kitts**

To reach no later than **31st December 2024**