

# Accounting Assistant

*Palo Seco Agricultural Enterprises Limited (PSAEL)*

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**Category:** Accountancy & Finance

**Location:** Pointe--Pierre

**Employment Type:** Full-time

**Term:** Contract

**Salary:** Concealed

**Closing Date:** 23 April 2026

## Job Description

The Accounting Assistant will analyze, verify and posts transactions to journals, ledgers and other records in alignment with the established accounting policies and procedures. Performs reconciliation of transactions and performs a variety of accounting activities, not limited to the preparation of financial statements, schedules and other reports, and monitoring accounts and cash management, carrying out the Company's day-to-day accounting operations.

## Key and Critical Responsibilities

- Reconciles accounts and journalizes reconciled items on a weekly/monthly basis or as required.
- Ensures entries, accruals and provisions are timely and correctly entered in Journals.
- Collects, deposits and records transactions via the computerized accounting system.
- Performs daily monitoring of cash and bank balances, recording and reconciliations.
- Reconciles the General Ledger monthly and ensures that all outstanding items are accurately recorded.
- Works on special projects relevant to the PSAEL's finance function as part of the project team.
- Ensures that all transactions completed are properly supported and accounted for accurately; and flags any issues.
- Maintenance of the Payroll Function from preparation to settlement.
- Assists with the analysis of accounts and preparation of ad-hoc queries.
- Maintains all documents in an auditable condition.
- Carries out duties with limited supervision.
- Knows the policies, procedures and practices necessary to conduct the duties so assigned and is aware of the role of the position and its potential impact on the working unit.
- Ensures compliance with Occupational Safety and Health Regulations.
- Performs any other duties as may be required to successfully achieve this job function.

## Key Competencies

- Five (5) CXC O Level passes including Mathematics and English Language.
- Pursuing ACCA qualification (Level II attained) or equivalent.

- Three (3) years proven working experience in an accounting environment.
- Knowledge of Payroll Packages.
- Knowledge of Standard Accounting Practices (e.g. IFRS).
- Knowledge of Financial Systems and Controls.
- Knowledge of Microsoft Office Applications.
- Skills: Planning, Interpretation, Interpersonal, Communication, Presentation, Problem-Solving, Decision-Making.

### **How to Apply**

Applications must be submitted online through the EmployTT portal at <https://employtt.gov.tt>. Applicants must register or log in to apply for the position.