



AERO SERVICES CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

VACANCY ADVERTISEMENT

ASSISTANT ACCOUNTANT

Salary range: \$13,000.00 to \$14,000.00

General Accountability:

Reporting to the Accountant/General Manager, the Assistant Accountant is generally accountable for the provision of required assistance in the recording, interpreting, reporting on and presenting all financial transactions required in support of the business of the Credit Union.

The Assistant Accountant contributes to the planning, organising and administering related accounting and financial analysis services. The position oversees the technical work of specific areas of the accounting function.

Specific Accountabilities:

1. Prepares financial statements for approval on a timely basis ensuring that all required accounting conventions are observed.
2. Organises and performs accounts controlling/compliance functions so as to ensure the true and accurate recording of financial transactions at ASCU including reconciliation of subsidiary ledger requirements on a monthly basis.
3. Prepares periodic reports and analysis on the actual financial performance as compared with the estimated budget and evaluates and reports on variances.
4. Examines and analyzes various accounting records and information and prepares relevant professional accounting reports for management decision-making and action.
5. Ensures that all internal controls and systems of a financial accounting nature are both sound and operational and are effected in a manner as to consistently and accurately deliver the financial information requirements.
6. Directs, reviews/appraises the performance and deliverables of supportive para-professional staff.
7. Reviews and authorises specific supportive accounting transactions so as to assure conformity to standardised accounting practice.
8. Assists in the preparation of ASCU's annual financial plans and budgets.
9. Co-ordinates the conduct of the external auditing of year-end accounts for the Credit Union.
10. Undertakes such special assignments and projects which the Accountant may direct from time to time.

Person Specifications:

- Level III – ACCA.
- Five (5) years relevant experience in the field of accounting.
- Prior experience in a computerised accounting environment would be an asset.

Specific Skills/Experience and/or Knowledge:

- Sound communication skills.
- Active listening skills.
- Sound problem solving, time management and analytical skills.
- Familiarity with accounting software packages including Emortelle and Micropay.
- Experience in preparing monthly staff payroll a must.

Interested parties are asked to submit curriculum vitae along with copies of relevant academic certificates to:

The General Manager
Aero Services Credit Union Co-operative Society Limited
Cor Orange Grove Road and Priority Bus Route
Tacarigua

Applications may be sent via email address:

applications@aeroservicescu.com

Deadline for receipt of applications: Friday, August 21, 2026 at 11:59 p.m.