



GECCU LTD

General Employees' Co-operative Credit Union Limited

CAREER OPPORTUNITY

The General Employees' Co-operative Credit Union Limited (GECCU) is seeking to recruit a qualified and experienced candidate for the position as **Assistant Accountant**.

Summary of Position

The Assistant Accountant is accountable to the Accountant and will be responsible for preparing management accounts and financial reports, as well as to support the Accountant in the management of operations and supervision of staff in the Accounts Department.

Accountabilities include, but are not limited, to the following:

1. Assists with the preparation of the credit union's annual budget, work plan investment report and external audit schedules;
2. Prepares periodic reports for internal and external stakeholders as directed;
3. Reviews daily and monthly bank transactions;
4. Collaborates with the Accountant and other staff to execute various accounting tasks
5. Co-ordinates with sub-offices to verify transaction reports and issues.

Qualifications and Experience

- Bachelor of Science Degree in Accounting, Finance and Banking, business or related field from an accredited institution;
- Minimum of 5 years of experience in Accounting or related field.

Competencies

- Strong analytical and problem solving skills,
- Strong business acumen
- Meticulous attention to detail
- Ability to communicate effectively both orally and in writing,
- Strong organisational, interpersonal and efficient time management skills,
- Ability to work independently and as part of a team,
- Proficiency in Microsoft Office Suite

Salary: Commensurate with qualifications and experience

Closing Date for Applications – February 10, 2023

Letters of application accompanied with proof of qualifications, resumé and two (2) recent testimonials should be addressed to:

The Chief Executive Officer
GECCU Limited
P.O. Box 1636
Halifax Street
Kingstown

Only applicants who are shortlisted will be notified.