



## STAFF RECRUITMENT

Trinidad and Tobago Securities and Exchange Commission (“the Commission”) invites applications for the following permanent position:

### ACCOUNTS CLERK I IN THE FINANCE AND ACCOUNTS DEPARTMENT

#### A. Job Summary

Provides assistance to the Finance and Accounts Department with all accounting-related duties and in particular with the processing of payroll; accounts payables and receipts functions.

#### B. Responsibilities / Accountabilities

- Performs routine computation and preparation of monthly payroll and posts salary deductions.
- Files TD1 forms for all staff.
- Assists with the preparation of cheques as required to ensure all statutory liabilities are settled by the agreed due date e.g. NIS, PAYE, HS.
- Uploads payroll to ACH on a monthly basis.
- Prints and distributes payslips for employees.
- Prepares, prints and distributes cheques for payment on a monthly basis.
- Ensure compliance with statutory deductions and prepares monthly Compliance Reports for the Internal Audit Manager.
- Prepares and distributes TD4s.
- Assists in the accounts payable and receivable function.
- Provides assistance for maintenance of departmental reports e.g. Fixed Asset Register and Prepayment Register.
- Maintains the filing system for all departmental records.
- Performs other related duties as required.

#### C. Minimum Qualifications and Experience

- Minimum of five (5) CXC O’ Level passes inclusive of English and Mathematics.
- A minimum of one (1) year’s experience in the field.
- Proficient in the use of Micropay.
- Certification in taxation would be considered an asset.
- Any relevant equivalent combination of qualifications, training and experience.

## D. Competencies

<b><u>Technical Competencies:</u></b>	<b><u>Behavioural Competencies:</u></b>
<ul style="list-style-type: none"><li>• Filing and record keeping skills.</li><li>• Good oral and written communication skills.</li><li>• Organising and Coordinating.</li><li>• Quality and Continuous Improvement.</li><li>• Proficiency in Microsoft Office Suite.</li></ul>	<ul style="list-style-type: none"><li>• Integrity</li><li>• Teamwork/Cooperation</li><li>• Initiative/Drive</li><li>• Customer-oriented</li><li>• Results-oriented</li><li>• Flexibility/Adaptability</li></ul>

## E. Key Contacts

- Internal: Finance and Accounts Department, HR Division, and Corporate Services Division.
- External: Board of Inland Revenue, Ministry of Finance, Micropay Representatives.

**All applications should be forwarded under confidential cover and addressed as follows:**

### **Vacancy – Accounts Clerk I**

#### **Director, Human Resources**

Trinidad and Tobago Securities and Exchange Commission  
Levels 22-23, Tower D  
International Waterfront Centre  
1 Wrightson Road  
Port of Spain

Email address: [vacancies@ttsec.org.tt](mailto:vacancies@ttsec.org.tt)

**Applications should arrive no later than March 29, 2025**

*The Commission thanks everyone for your interest, however, only shortlisted candidates will be contacted.*