



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POSITION AT ITS HEAD OFFICE:**

## **ACCOUNTING ASSISTANT**

### **OVERVIEW:**

The **Accounting Assistant** will be responsible for entering all orders and invoices into the Accounting software for all entities as well as the generation of Cheque payment vouchers.

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

1. Five (5) CXC/O Level subjects including Principles of Accounts
2. Certificate in Accounting, Business Administration or relevant professional qualification
3. Certification in Microsoft Office Suite
4. Minimum two (2) years' experience
5. Any other equivalent combination of training and experience

### **REQUIRED SKILLS AND COMPETENCIES:**

1. Ability to work in a team environment
2. Ability to interface with personnel at various levels in and out of the organisation
3. Ability to maintain professionalism at all times
4. Exercise initiative and the ability to work with minimal supervision
5. Good oral and written communication skills
6. Good time management and organisational skills
7. Good interpersonal skills
8. Must be customer-focused and people-oriented
9. Proficient knowledge of Microsoft Software and Peachtree packages

### **APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:**

**Manager, Human Resources**  
**MIC Institute of Technology (Head Office)**  
**5A Century Drive, Trincity Business Park, Macoya**  
Or email [recruitment@mic.co.tt](mailto:recruitment@mic.co.tt)

**CLOSING DATE FOR APPLICATIONS: TUESDAY, 8 OCTOBER 2024**

*We would like to thank applicants for their interest and we wish to advise that only those candidates considered will be contacted.*