



THE TRINIDAD & TOBAGO SOLID WASTE MANAGEMENT COMPANY LIMITED

JOB DESCRIPTION

ACCOUNTING ASSISTANT - ASSETS

Job Title:	Accounting Assistant - Assets	Department:	Finance and Corporate Services
Reports To:	Finance Manager	Based At:	Head Office
Job Purpose: Performs technical duties related to and assists in the management of the Company's assets.			
Key Accountabilities and Responsibilities			
<ul style="list-style-type: none"> • Performs detailed work in assisting in the preparation and review of the Company's Asset Register. • Maintains the company's fixed asset register. • Perform ongoing fixed asset physical verification monthly, quarterly and annually. • Recommendations regarding capitalization, revaluations and depreciation rates. • Prepares asset insurance documents. • Review year end stocktake to ensure that the proper procedures and controls are adhered to. • Liaising with the external auditors for the sign off of the physical stock sheets used in the stocktake. • Coding of invoices to reflect the correct GL accounts and cost centre's. • Preparing of journals entries relating to Fixed assets, insurance transactions and inventory. • Ad hoc and special reports on company's operations. • Any other function or related matters as determined by the managers. 			
Qualification and/or Experience (knowledge and skills required to perform the job):			
Critical:		Important:	
<ul style="list-style-type: none"> • AAT level 3 or FIA level 4 or ACCA level 1 • Diploma in Accounting • Minimum three (3) years' experience in Accounting • Competence in use of Microsoft Dynamics SL accounting software and MS Office Suite • Knowledge of fixed asset register maintenance • Ability to negotiate • Ability to analyze complex financial information, identify problems, interpret findings and develop viable solutions. 		<ul style="list-style-type: none"> • Detailed oriented and analytical thinker • Ability to work with deadlines • Result oriented • Excellent verbal and written communications skills and ability to produce credit reports • Persistent 	