



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

ASSISTANT ACCOUNTANT I

OVERVIEW:

The **Assistant Accountant I** is responsible for performing general accounting work following prescribed procedures and applying modern accounting principles and techniques to a limited variety of recording and accounting problems.

MINIMUM QUALIFICATIONS & EXPERIENCE:

1. Bachelor's Degree in Accounting or ACCA Level I Professional Qualification
2. Certification in Peach Tree Accounting or equivalent Accounting software
3. Proficiency in Microsoft Office Suite
4. Minimum of three (3) years' experience in an accounting environment
5. Any other equivalent combination of training and experience

REQUIRED SKILLS AND COMPETENCIES:

1. Possess sound Accounting skills and proficiency in the use of Peachtree
2. Ability to work with limited supervision
3. Computer literacy and familiarity with Microsoft Office Suite
4. Must possess excellent time management skills with a keen sense of prioritising to meet deadlines
5. Must have outstanding communication, oral and written skills
6. Must display high levels of assertiveness, attention to detail and integrity

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

CLOSING DATE FOR APPLICATIONS: FRIDAY, 21 JULY 2023

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