



**TWCU CREDIT UNION**  
CO-OPERATIVE SOCIETY LIMITED

*Our Credit Union, One Family*

**BUILDING A STRONGER  
FINANCIAL TOMORROW  
TOGETHER**

FINANCE • ACCOUNTING • SERVICE

# WE ARE HIRING!

## ACCOUNTS OFFICER PROJECT CONTRACT (1 YEAR)

We are seeking a talented, detail-oriented professional to join our team and contribute to TWCU's continued success.



### JOB SUMMARY

The Accounts Officer assists the Accounts Department in the execution of the Society's finance and accounting procedures. The position is accountable for the receipt, recording, maintenance, processing, verification, reconciliation, and accrual of records to complete payments and ensure accurate, timely and reliable financial records; provide financial statements; maintain financial controls; ensure adherence to regulatory requirements; and support audit, financial reporting, forecasting and budgeting.



### QUALIFICATIONS & EXPERIENCE

- AAT (Association of Accounting Technicians) Level 4.
- Associate Degree in Accounting.
- Level 1 ACCA or CIMA.
- Degree in Accounting will be an asset.
- ACCA or CIMA designation will be an asset.
- At least four (4) years' experience in accounting with proven abilities, with at least two (2) years of experience in the Credit Union's Sector.



### KEY COMPETENCIES & SKILLS

- Sound knowledge of accounting standards and finance procedures.
- Proficiency in accounting and digital systems.
- Good analytical, problem-solving and communication skills.
- High level of confidentiality and attention to detail.
- Excellent time management and customer service orientation.
- Knowledge of regulatory requirements and Trinidad and Tobago Labour Laws.



### KEY DUTIES AND RESPONSIBILITIES

1. Assist with the accurate preparation and review of financial statements.
2. Efficiently process receivables and accounts payable, including ACH transactions, in accordance with established policies.
3. Maintain accounting ledgers, verify transactions and ensure effective accounting controls.
4. Reconcile bank accounts monthly.
5. Assist with the procurement process and update the accounting system with invoice information.
6. Ensure statutory deductions are completed.
7. Assist with fundamental budgeting, financial analysis, forecasting and reporting.
8. Analyse financial data and perform basic variance analysis.
9. Coordinate with auditors and provide required documentation.
10. Perform other related duties as assigned.



### REPORTING RELATIONSHIPS

- Reports to the Accounts Supervisor.
- Works closely with internal stakeholders across the Credit Union.
- Liaises with the Treasurer and external parties (Auditors).



### HOW TO APPLY

Suitably and adequately trained persons are invited to submit their application letter and resume to:

**The General Manager**  
**TWCU Credit Union Co-operative Society Limited**  
105 – 107 Henry Street, Port of Spain  
**Email: [shurlam@twcu.co.tt](mailto:shurlam@twcu.co.tt)**



OUR MEMBERS



OUR COMMUNITY



OUR FUTURE



DEADLINE FOR SUBMISSION:

**15th OCTOBER, 2026**

**by 4:00 p.m.**