

ACCOUNTING OFFICER - ASSISTANT

Job Advertisement

Reporting To:	Senior Accountant	
Division:	Finance	
Grade Level:	4.1	
Remuneration:	\$32,550.00	
Special Requirements:	N/A	
Employment Type: ☒ Continuous Employment ☐ Fixed Term Contract ☐ Independent Contractor ☐ Consultant ☐ Intern	Hours: ☒ Full-Time ☐ Part-Time ☐ Part-Time Shift ☐ Casual/Flexible	Location: ☐ All Islands ☒ Providenciales ☐ Grand Turk ☐ Salt Cay ☐ North and Middle Caicos ☐ South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority ("TCIAA") (established under The Airports Authority Ordinance, Ord.11 of 2005) is responsible for constructing, controlling, and managing airports and providing and maintaining runways, taxiways, and terminals for the efficient operation of airports in the Turks and Caicos Islands. Its current portfolio consists of owning and operating six airports while providing air navigation services for the low-level airspace above the territory. Our mission is to provide world-class airport facilities and operations through high standards in safety, security, quality, efficiency, innovation, and customer service, recognizing their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About the role

This role responsible for providing administrative and accounting support to the Accounting Officer – Expenditure to ensure timely, accurate, and compliant processing of vendor payments and other expenditure related transactions. The position assists in preparing payment vouchers, maintaining expenditure documentation, performing reconciliations, and communicating with vendors and internal departments to resolve queries efficiently.

Responsibilities and Key Deliverables

- Assist with the review and verification of invoices, purchase orders, and payment requests to ensure proper documentation and authorization before processing.
- Assist with petty cash, ensuring all supporting receipts and replenishments are properly documented and reconciled.
- Maintain vendor files, ensure banking and contact information are current.

- Log and track invoices, payments, and supporting documents for easy reference and audit readiness.
- Assist in reconciling vendor accounts and purchase orders.
- Support the Accounting Officer in preparing monthly expenditure summaries, aging analyses, and financial templates.
- Maintain organized records of all paid and outstanding invoices.
- Assist with communicating with vendors and departments to clarify invoice discrepancies, payment status, or missing documentation.
- Liaise with Procurement, HR, and other departments to ensure expenditure processes align with TCIAA policies.
- Provide courteous and professional assistance to both internal and external stakeholders.
- Ensure that all disbursements adhere to TCIAA's financial regulations, internal controls, and audit requirements.
- Identify process inefficiencies and make recommendations for improvement.
- Maintain physical and digital filing systems for expenditure documentation.
- Assist with updating the expenditure tracker and outstanding payments list weekly.
- Assist with processing staff Travel Forms and Subsistence, ensuring timely and accurate reimbursements in line with policy.
- Assist with preparing reports, departmental checklists, and templates as requested.
- Serve as backup during the absence of the Accounting Officer Expenditure to ensure continuity of operations.
- Any Other Duties assigned by Supervisors.

Education Requirements

- A minimum of associate's degree in accounting or business administration preferred or equivalent work experience.

Experience Requirements

- Minimum of 2 years' experience in accounts payable, accounting, or a related administrative finance role.
- Experience with accounting software and Microsoft Office Suite (Excel, Word, Outlook) is required.
- Experience in a public sector or aviation environment is an advantage.

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined and/or required and/or appropriate by the CEO.

The Turks and Caicos Islands Airports Authority (TCIAA) is committed to diversity, equity, inclusion, and accessibility in the workplace. Diversity is ingrained in who we are and how we do business.

Therefore, we welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- **Cover letter**
- **Resume**
- **2 Job References testifying to character and competency for the role,**
- **Police record**
- **Proof of status**

No later than December 8th, 2025 to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Providenciales International Airport
Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc

Turks and Caicos Islanders Preferred