

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:	Hours:	Location:
<input checked="" type="checkbox"/> Continuous Employment <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	<input type="checkbox"/> All Islands <input checked="" type="checkbox"/> Providenciales <input type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input type="checkbox"/> North and Middle Caicos <input type="checkbox"/> South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority (TCIAA), established under the Airports Authority Act, is responsible for the development, operation, and management of airport infrastructure across the Turks and Caicos Islands.

TCIAA operates six airports and provides air navigation services within the territory's low-level airspace. Our mission is to deliver world-class airport facilities and operations through excellence in safety, security, efficiency, innovation, and customer service—supporting the nation's socio-economic development and growth.

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.

Application Requirements

- **Cover letter**
- **Resume**
- **Two (2) professional references attesting to character and competency**
- **Enhanced police record**
- **Proof of status**

No later than May 8, 2026, to:

Human Resources Manager
Turks and Caicos Islands Airports Authority
Walter E. Cox Administration Building
Howard Hamilton International Airport
Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc

Turks and Caicos Islanders are encouraged to apply.