



## **CAREER OPPORTUNITY**

SPORTT is seeking to recruit a suitably qualified individual for the following position:

### **ASSISTANT, ACCOUNTING**

#### **JOB SUMMARY:**

The incumbent is required to assist the accounting department in the day-to-day operations. He/she is required to perform various administrative accounting tasks such as data entry, maintaining general ledgers, monitoring vendor/creditor accounts and queries, assisting with handling checks and payments.

#### **ROLES AND RESPONSIBILITIES:**

- Receiving of documents within the department for payment processing
- Data entry for processing of AP invoices received within the department
- Preparation of payment vouchers
- Maintenance of some general ledger accounts
- Performs journal entries for company transactions
- Maintains spreadsheets for the department
- Assists with Petty Cash disbursements and reconciliations
- Assistance with audit related requests
- Responsible for filing on a weekly basis
- Assistance in following up with the relevant locations for outstanding documents for processing
- Performs reconciliations on a weekly and monthly basis

#### **QUALIFICATIONS:**

- ACCA Level 1 or Accounting Degree
- Possession of Five (5) CXC passes including Mathematics and English

#### **EXPERIENCE:**

- Minimum of two (2) years' experience in a similar position is preferred
- Or
- Any other equivalent combination of qualification or experience

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to observe and maintain confidentiality in the performance of duties
- Substantial knowledge in accounting terminologies
- Excellent communication and organisational skills
- Ability to multi-task and prioritize work and manage time effectively
- Attention to detail and problem-solving skills
- Experience with the use of Microsoft Office Suite

All Candidates must possess good interpersonal skills with a strong work ethic and commitment to excellence. Candidates must be able to deliver superior quality in a fast-paced environment.



Applications with full resumes should be sent to:

**The Human Resource Department**  
The Sports Company of Trinidad and Tobago Limited  
National Cycling Velodrome, Off Couva Main Road, Balmain, Couva

Or

[recruitment@sportt-tt.com](mailto:recruitment@sportt-tt.com)

Deadline for submission of applications:

**No later than Friday 13<sup>th</sup> March 2026 at 4:00pm**

**Dated: 2026 March 01**