



CAREER OPPORTUNITY

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

TECHNICIAN, ACCOUNTING

JOB SUMMARY:

The incumbent is required to execute accurate and timely processing of invoices to ensure payables commitment is met and that funding received is used appropriately. Ensuring that the Profit & Loss reflects expenses accurately on the accrual basis accounting concept and that liabilities for expenses are recorded/disclosed in the correct period as well as reconciled in a timely manner.

ROLES AND RESPONSIBILITIES:

- Contributes to the planning and execution of weekly departmental payment cycles
- Data entry
- Coordinating of payments
- Journal entries and reclasses
- P&L GL accounts review
- Weekly Liquidity reports to ensure availability of funds to meet payment commitments
- Follow up with locations for submission of invoices
- Handling of all wire transfers/ACH
- Safekeeping of cheques
- Filing
- Petty Cash Custodian - Handling of Pan and coordinating with all other pan holders
- Preparation of Monthly and Quarterly Reconciliations
- Liaising with the bank personnel on pending petty cash replenishment, sourcing USD \$ for timely foreign vendor payments and Employee foreign travel
- Liaising with vendors to resolve pending queries and request outstanding invoices, quarterly statements and submit remittances
- Liaise with Facilities Assistants and Administrative Assistants from varying departments to expedite payments and receive complete approved documentation to remit payments
- Liaising with other departments within SporTT
- Weekly Liquidity report
- Weekly Payment reports
- Assistance with information for Finance Committee report and CEO's report
- Monthly Ministry AP request for funds reports

QUALIFICATIONS:

- ACCA Level 2 / A Bachelor's Degree in Accounting
- Or
- Any equivalent combination of experience and training

EXPERIENCE:

- At least 5 years' experience in an Accounting & Finance Department
- Experience with data entry processing and accounts payables, experience working with an accounting software and appropriate classification of expense for accurate P&L disclosure
- Experience with the completion of reconciliations
- Working knowledge of online banking and ACH payment processing
- Understanding of wire transfer banking information requirements



KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in understanding accounting standards particularly the Accruals Accounting concept and acceptable accounting practices related to invoicing and accounts payables
- Understanding of P&L expense and GL coding
- Understanding of Internal Controls in relation to Accounts Payables and Accruals Processes
- Attention to detail in relation to review of documentation to ensure it meets our requirements for processing
- Good working knowledge of Microsoft Excel

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

Deadline for submission of applications:

No later than Friday 13th March 2026 at 4:00pm

Dated: 2026 March 01