

The Management Institute for National Development (MIND) is the Government of Jamaica's learning, leadership and organizational development institute, with the mandate ***"to provide effective leadership development and management training appropriate to all levels, and in line with the demands of a modern and competitive public service"***. MIND offers an exclusive focus on programmes, courses outreach and supporting services that are strategically designed to enhance the professionalism and performance quality of the public sector, to deliver high quality services efficiently and effectively to all stakeholders.

**Applications are invited to fill the following vacancy at the Management Institute for National Development's Hope Campus**

## **Accounting Assistant**

**The Accounting Assistant will be responsible for supporting the systematic recording and updating of accounting records through timely and accurate preparation of Source Documents and the entering of data in the Accounting Software (ACCPAC).**

Successful candidates should possess the following competencies:

- ☐ Excellent knowledge of basic Accounting Principles and Practices
- ☐ Excellent Time Management Skills
- ☐ Ability to work under pressure and meet tight deadlines
- ☐ Proficiency in the use of relevant computer applications
- ☐ Knowledge of Administrative Management
- ☐ Good Problem Solving Skills
- ☐ Good Interpersonal Skills
- ☐ Good Analytical Skills

Applicants should possess the following minimum qualification and experience:

1. Associate Degree in Accounting or Certified Accounting Technician (CAT)
2. Three (3) years related work experience
3. Knowledge of and experience with Accounting Software (ACCPAC) would be an asset

**Interested individuals should address their applications and résumés to MIND's**

*Director Finance, Human Resource Management & Administration*

**Deadline for applications is by Friday, October 11, 2019**

Email address: [hr@mind.edu.jm](mailto:hr@mind.edu.jm)