



## EUROPEAN UNION

DELEGATION OF THE EUROPEAN UNION TO JAMAICA, BELIZE, THE BAHAMAS,  
TURKS AND CAICOS ISLANDS AND THE CAYMAN ISLANDS

### **VACANCY ANNOUNCEMENT – ACCOUNTANT**

**The Delegation of the European Union in Jamaica is recruiting  
an Accountant for its Administration Section.**

#### **OVERALL PURPOSE**

Under the supervision of the Head of Administration, and under the overall responsibility of the Head of Delegation, the Account will manage the accounts of the Delegation.

#### **NATURE OF TASKS**

- Preparing and submitting monthly closure and annual reports to Headquarters in Brussels
- Managing the bank accounts and petty cash and ensuring timely and accurate reconciliations
- Responsible for the preparation of the payroll and the statutory requirements of the Delegation for local staff
- Preparing and finalizing accounting notes and correspondence
- Carrying out the duties of the assistant accountant when the latter is on leave and any other duties requested by the Head of Administration

#### **QUALIFICATIONS AND EXPERIENCE**

- University degree – in the relevant field or equivalent qualifications
- A minimum of 5 years of working experience in Accounting
- Computer literate, particularly in MS Word and Excel
- Excellent command of the English language, both oral and written
- Responsible individual with an eye for detail, applying high ethical standards
- Confidential, honest and discrete
- Ability to work in a team, under pressure and to function in a multicultural environment

Qualified candidates are invited to submit their **CV** with contact **telephone number** and/or **e-mail address**, including copies of all mentioned diplomas and certificates, as well as proof of professional experience.

**Applications must be e-mailed to**  
**[DELEGATION-JAMAICA-HOA@eeas.europa.eu](mailto:DELEGATION-JAMAICA-HOA@eeas.europa.eu)**  
**or hand delivered in a sealed envelope marked**  
**CANDIDACY ACCOUNTANT at the following address:**

Delegation of the European Union in Jamaica  
8 Olivier Road, Kingston 8

**Deadline: August 20, 2014**

Only short-listed candidates will be notified by telephone.  
The documentation provided will not be returned.