



## **COUNCIL OF LEGAL EDUCATION**

### **Eugene Dupuch Law School**

Applications are invited from suitably qualified persons for the post of Accounts Clerk at the Eugene Dupuch Law School, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education (Caribbean).

To offer accounting support to the Assistant Registrar (Accounts & Finance) in relation to all matters connected to the accounts and property management of the Law School, including physical property and supplies, and provide clerical support to the Registrar.

#### **MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

- ACCA Level 1 or an Associate's Degree in Accounting from a recognized tertiary level institution.
- At least two (2) years' relevant work experience.
- Strong oral and written communication skills.

#### **Knowledge**

1. Sound knowledge of accounting principles and practices.
2. Sound knowledge of modern office procedures and methods, including telephone communication, office systems and record-keeping.

#### **Skills**

1. Demonstrated computer literacy and proficiency in the use of Quickbooks accounting software and Microsoft Office Suite with an emphasis on Word, Excel, and Outlook.
2. Very good general accounting techniques in cash management and the preparation of basic financial reports.
3. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
4. Very good interpersonal skills, with the ability to relate effectively to people at all levels.
5. Very good problem solving and analytical skills.
6. Good oral and written communication skills.
7. Strong organizational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
8. Ability to work independently as well as within teams.

#### **Attitudes**

1. Exercises a very high level of confidentiality at all times.
2. Is an independent thinker, self-starter, self-motivated, hardworking, responsible, accountable, and energetic and has a positive approach to work and other activities of the Law School.
3. Is able to work under pressure while exercising patience and tolerance.
4. Pays keen attention to detail and accuracy in work.

#### **The following duties would also apply to this role.**

##### **Technical**

1. Issues student payment receipts and statements and prepares aged receivables report for students.
2. Liaises with students regarding reconciliation of payment schedules.
3. Ensures that journal entries are recorded in a timely manner.
4. Administers/manages Petty Cash day-to-day.

5. Executes cheque processing by obtaining proper authorizations and preparing payments.
6. Maintains the accounting records/files for all vendors.
7. Processes payments to the Law School (cash/cheques) and prepares bank deposits for dispatch.
8. Maintains student payment records/files.
9. Coordinates payments to tutors and maintains records of same.
10. Liaises with vendors regarding reconciliation of invoices or items purchased but not received.
11. Assists with the annual budget exercise.
12. Assists with annual external audit.
13. Orders and manages office supplies.
14. Maintains the Asset Register.

### **Clerical**

1. Assists with arrangements for workshops, meetings, seminars, conferences and other events put on by Law School.
2. Assists at various Law School events.
3. Assists with ensuring that office equipment and law school vehicles are properly serviced and maintained.
4. Assists with requesting and scheduling office cleaning and facilities maintenance.
5. Is responsible for custody and sale transactions of memorabilia.

### **Professional**

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
4. Promotes healthy working relationships with co-workers and external stakeholders.

### **Other duties**

1. Providing relief at the receptionist desk.
2. Assists any department of the Law School when required.
3. Performs other job-related duties that may be required to support the strategies of the Department's Operational Plan.

### **Reporting Relationships:**

Receives supervision from the Assistant Registrar (Accounts & Finance) and the Registrar.

### **The Application**

A letter of application, curriculum vitae and supporting documents and references from three (3) referees should be emailed not later than February 12<sup>th</sup>, 2024, to [\*\*admin@edls.edu.bs\*\*](mailto:admin@edls.edu.bs) .

**Only short-listed applications will be acknowledged. Late applications will not be considered.**