



The role of the Civil Aviation Authority of the Cayman Islands (CAACI) is primarily to function as the regulatory organisation responsible for safety oversight and economic regulation of the aviation industry throughout the territory and to ensure that the Cayman Islands aviation industry conforms to the standards and recommended practices of the International Civil Aviation Organisation (ICAO). The CAACI is also responsible for the regulatory oversight and management of the Cayman Islands Aircraft Register and facilitates the safe operation of its registered aircraft worldwide.

ACCOUNTS OFFICER

The Civil Aviation Authority of the Cayman Islands is seeking to recruit an Accounts Officer in its **Finance & Compliance Division**.

Job Responsibilities:

The postholder is an integral member of the Finance and Compliance Department and is expected to support the Accounts Supervisor in accounting, financial and compliance functions to process and produce accurate and timely information to adhere to strict reporting deadlines. Although this is a supporting role, the successful applicant should be able to work independently and is expected to be innovative in creating efficiencies within the Department. The main responsibilities are summarised as follows:

- The postholder's main responsibility will be within the Accounts Receivable function to produce approximately 3000 detailed invoices per annum to support the Cayman Islands Aircraft Register and other aviation regulatory authorisations; keep client accounts current with payments from various sources and follow-up as needed on a daily basis.
- Data entry and analysis of Accounts Payable and Accounts Receivable transactions producing weekly and monthly reports in Excel;
- Preparation of authorisation and payment requests, using linked Adobe files, within the Accounts Payable function
- Preparation and maintenance of Excel spreadsheets and internal control records to support reconciliation and internal control reports between various databases.
- Analysis of travel and expense claims for rebilling to clients and payment to contractors
- Liaising with clients and vendors on receivables and payables
- Preparation of supporting reports for bank reconciliations in various currencies
- Organising electronic files and various other duties within the Finance and Compliance department.

Details of the job description may be obtained upon request.

Job Qualification, Experience & Skills

- A minimum of an Associate's Degree (or equivalent education) in a business related subject, accountancy preferred, and at least 3 years' experience in accounting/bookkeeping. This is not an entry level position and successful applicant will be expected to have more than a basic knowledge of principles of accounting.
- Working knowledge of bookkeeping and accounting functions and significant experience in QuickBooks accounting software program and Microsoft applications in particular with creation of Excel spreadsheets.
- Must be able to work under time pressure to achieve established deadlines and be driven to continually improve productivity and performance.
- Must be able to maintain a professional relationship with vendors, clients and coworkers and ensure confidentiality of entrusted sensitive information.
- Should be highly organized and self-motivated with excellent multi-tasking skills.

- Must be able to work independently in a team atmosphere and be cognizant of the importance of this role within the team.

Salary & Benefits:

Salary range is **CI\$38,657 to CI\$81,835** per annum and will commensurate with experience and qualifications. Benefits include contributory pension, 18 working days' vacation, 2 wellness days and health insurance.

In addition to our benefits package the CAACI also offers training and educational opportunities, a challenging and dynamic work environment that is rewarding and fulfilling, with the ability to become involved in team-building, social event planning and charitable initiatives of the CAACI.

Closing date for applications is 26 April 2024 and should be sent to

Deputy Director General
Civil Aviation Authority of the Cayman Islands
205 Owen Roberts Drive
P. O. Box 10277
Grand Cayman KY1-1003
Email: careers@caacayman.com

Applications received after the deadline will not be considered.