CIVIL AVIATION AUTHORITY OF THE

**CAYMAN ISLANDS**

JOB DESCRIPTION

Company: Civil Aviation Authority of the Cayman Islands

Location: Grand Cayman Islands

Department: Finance and Compliance

Position: Accounts Officer

Level: **GRADE - L**

Job Status: Full Time

Reports to: Director of Finance and Compliance

***Job Summary***

To assist in the provision of financial and accounting services to the Authority

***Job Requirements***

* 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.
* 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.

***Main Job Responsibilities***

The postholder is an integral member of the Finance and Compliance Department and is expected to support the Accounts Supervisor in all accounting, financial and compliance functions in processing and producing accurate and timely information and adhere to strict deadlines.

1. **Accounts Payable** - The employee is responsible for the payable function: to accurately analyse, record , have appropriately authorized and pay vendors’ and contractors’ bills on a timely basis
2. **Revenue** - The employee is responsible for preparation and recording of all Aircraft registry revenue invoices and customer payments through the accounting system
3. **Accounts Receivable -**The employee is responsible for maintaining accurate and current customer accounts, initiating follow-up on outstanding receivables and providing accurate, timely and professional responses to customer queries and requests.
4. **Account Reconciliation –** The employee is responsible forreconciling bank and other general ledger accounts on a monthly basis.

 ***Organization Chart***

See Attached

***Background Information***

The Civil Aviation Authority of the Cayman Islands is an autonomous body, which operates under the ambit of Government and is overseen by a Board of Directors. Air Transport is a key factor to the jurisdiction’s financial industry as an offshore financial centre and to the tourism industry. The provision of air transport by all carriers is subject to local and international regulations, standards and recommended practices to ensure a safe standard of operation. The postholder is responsible for the accurate recording of revenue and expenses in a timely manner to support the fiscal sustainability of the Authority.

***Supervision of Others***

The post holder does not supervise any staff.

***Other Working Relationships***

Reports to the Accounts Supervisor and then to Director of Finance and Compliance

Must be able to maintain a professional relationship with creditors, clients and any other stakeholder in the Authority’s financial information

Assist Administration and Air Safety Regulation staff with operational duties when necessary.

Part of a team within CAACI

***Decision Making Authority and Controls***

The post holder is expected to exercise good judgment where day-to-day decision-making is concerned, but should consult the Director of Finance and Compliance with any unusual problems or decisions.

***Working Conditions***

Working conditions are in accordance with the standards practices in effect at the Civil Aviation which is Monday to Friday from 8:30am to 5:00 pm. Flexibility and being able to work outside normal working hours may be needed from time to time.