

Job Title: Accounts Officer
Reports To: Financial Controller (Bahamas)

Position Summary:

Responsible for the maintenance of the financial records of Trident Trust (Bahamas) and serve as the back-up to the other Accounts Officer.

Essential Duties and Responsibilities:

- Ensures issuance of invoices in a timely manner.
- Ensures that receipts and payments are captured into the accounting system on a regular basis and ensure that the cash book is reconciled to bank statements.
- Monitors the disbursement ledger and ensures its recovery from clients and timely payment to third parties especially government license fees.
- Manages and maintains relationships with clients for administrative and accounting matters; maintain relations with bank representatives and contacts, where necessary;
- Applies accounting principles and procedures to assist with the preparation of accurate and timely financial reports and statements, and to analyses financial information as required.
- Ensures that TBAH's regulatory requirements are met, including but not limited to, the reconciliation of Trust accounts, preparation of VAT returns, ERS returns, or any other statutory reports to regulators.
- Ensures familiarity with all functions of the Financial Controller and provide support where necessary, inclusive of providing coverage in their absence.
- Liaises with other departments as often as is necessary.
- Ensures compliance with Trident Bahamas' internal policies and procedures.
- Ensures professional conduct is in keeping with the highest standards of ethics, integrity and professionalism.
- Participates in training and test provided by Trident Bahamas pursuant to regulatory obligations to train and test employees, ensuring a demonstrated competency in the topics tested.
- Executes or supports any other duties or assignments deemed necessary by the Financial Controller.

Skills and Competencies:

- Bachelor's degree in Accounting or equivalent.
- Minimum of 5 years' work experience in Accounting.
- Expertise in using Viewpoint and accounting software programs, and MS Excel.
- Excellent bookkeeping and reconciliation abilities.
- Excellence in the preparation of financial statements and other financial reports.
- Excellent financial analysis and numeracy skills.
- Ability to communicate clearly in both oral and in written communications.
- Appropriate up to date annual qualification in topics on which Trident Bahamas has a regulatory obligation to test its employees.

- Ability to work independently, while managing priorities and competing deadlines is essential.

Submissions:

Qualified applicants should submit their resume via email to alloyd@tridenttrust.com by 17th November, 2025.