



Accounts Clerk Vacancy – Call for Applications

The Protected Areas Conservation Trust (PACT) is a statutory organization established in 1996 as a Trust Fund under the Protected Areas Conservation Trust Act, No.15 of 1995. PACT contributes to the financing, sourced nationally and internationally, of the Belize National Protected Areas System - a system that is managed by Government Agencies, Non-Governmental Organizations, and Community Based Organizations. Further, PACT is under the oversight of the Ministry of Forestry, Fisheries, Environment, and Sustainable Development, and is governed by a Board of Directors.

Position Description:

The Accounts Clerk will provide clerical accounting support and technical backstopping, including compiling financial data, to the Finance Department for the portfolio of projects and programmes as assigned; assist with the day-to-day accounting operations of the Trust, and report to the Assistant Accountant. Overall, the position is responsible for supporting the documentation of standard, efficient and effective accounting and financial management processes.

Professional Requirements:

- Associate degree in Accounting or Business Administration;
- Three (3) or more years of related work experience;
- Knowledge of basic accounting principles (that is, Generally Accepted Accounting Principles) and standard accounting practices;
- In-depth technical proficiency using QuickBooks.

Remuneration and Applications:

Compensation package commensurate with qualifications and experience within a designated salary scale.

The full job description is available at www.pactbelize.org. Interested persons should submit, no later than **12:00 p.m. Thursday April 23, 2020**, an e-copy of their application letter, resume, and a list of two referees (names and contact information only) to hram@pactbelize.org. The email is to be labelled as **“Accounts Clerk Vacancy – Application”**.

PACT is an equal opportunity employer and does not discriminate against protected characteristics (gender, age, sexual orientation, race, nationality, ethnicity, religion, disability).

PACT is not liable for any costs incurred by individuals in relation to their application.