

## **EMPLOYMENT OPPORTUNITY**

### **ACCOUNTANT/ TUTOR**

The Antigua and Barbuda Hospitality Training Institute (ABHTI) is seeking an **Accountant**

The successful candidate would be responsible for the financial management of the Institute and for teaching accounting courses to students in the diploma programs.

#### **Academic Qualifications & Experience:**

- A Bachelor's degree in Accounting or Finance
- Hold professional designation
- Must have at least 5 years industry experience as a Hotel Accountant.

#### **Desirable Skills and Competencies:**

- Very strong interpersonal and communications skills – written and verbal.
- Flexible team player demonstrating confidentiality, integrity and initiative.
- Must be able to work independently, in a fast paced environment
- Organised, thorough and accurate.
- Strong leadership, management and administrative skills
- Experience in developing and implementing financial policies and procedures.
- Experienced in budgetary planning, control, monitoring and development of financial policies and procedures.
- Be computer literate and familiar with accounting software packages.
- Possess effective time management skills and have the ability to work to strict corporate deadlines

*Please note: Only suitable applications will be acknowledged.*

Qualified and interested persons should send an application and current resume/ C.V. by June 20<sup>th</sup>, 2008 to:

The Chairperson  
Antigua and Barbuda Hospitality Training Institute (ABHTI)  
P.O. Box 434,  
Hospitality Drive, Dutchman's Bay  
St. Georges, Antigua