



THE UNIVERSITY
OF THE
WEST INDIES
FIVE ISLANDS
CAMPUS

VACANCY

ACCOUNTS RECEIVABLES CLERK

The University of the West Indies, Five Islands Campus (UWI FIC) is inviting applications from suitably qualified individuals for the post of:

ACCOUNTS RECEIVABLES CLERK
OFFICE OF THE CAMPUS BURSAR
(Salary Range: \$27,099.51 - \$40,612.01)

The successful candidate will be required to:

- Post and/or record customer payments and transactions relating to The UWI FIC's accounts receivables
- Create and submit invoices to the Campus' students/debtors
- Receive cash, cheque, and credit payments from students/debtors
- Preparing bank deposits for the funds collected daily
- Reconciling the cash collected with the receipts issued each day
- Research customer discrepancies and past due amounts
- Copy, file and retrieve material for accounts receivables
- Update digital files in The UWI FIC's Financial Management System
- Relay changes of information to appropriate employees/departments/stakeholders
- Perform any other duty that relates to their job function

Essential Qualifications and Experience:

- Associate's degree in Accounting, Finance or any other relevant field of work or equivalent qualification
- One year experience in an accounting or financial role

Candidates who possess the following will be at a distinct advantage:

- Experience with accounting software and/or financial information systems
- Advanced working knowledge of Microsoft Suite

Applicants are required to submit a completed UWI employment application form, curriculum vitae, giving full particulars of qualifications and experience, the names and addresses of three (3) referees (one of whom should be from your present organisation) and copies of academic qualifications. These should be sent by electronic mail to fic.employeesuccessdepartment@uwi.edu and addressed to **The Manager – Employee Success Department, Office of the Campus Registrar, The University of the West Indies Five Islands Campus, Five Islands, St. John's, Antigua.**

The final date for applications is **July 31, 2026**. Applicants are advised to ask their referees to send reports under confidential cover to the above email address without waiting to be contacted.

The successful candidate will be expected to assume duties in Antigua on **September 1, 2026**.

The UWI thanks all applicants; however, only shortlisted candidates will be contacted.