



VACANCY

BELIZE CREDIT UNION LEAGUE LIMITED

The Belize Credit Union League invites suitably qualified individuals to apply for the vacant position of Administrative Assistant. The successful applicant must have the ability to work unsupervised, use his/her initiative and be proactive.

Education and Skills:

- Minimum of High School education with 3 years' relevant work experience as a bookkeeper, which includes work in Quick Books or another automated accounting system
- Good working knowledge of Microsoft Office Suite, in particular Excel and Word
- Knowledge of Principles of Business and Principles of Accounts
- Working knowledge of bookkeeping and basic understanding of accounting
- Excellent oral and written communication skills
- Numeracy
- Negotiation skills
- Organizational skills
- Accuracy and attention to details
- Ability to learn new processes quickly

Job Summary:

Facilitate the preparation of financial reports by entering transactions into the QuickBooks accounting programme; assist in maintaining cash flows by managing accounts receivables, payables and inventories. Build external customer relationships by liaising with League affiliates and the general public on matters relating to meetings, conferences and seminars. Undertake administrative and financial tasks to support and further the work of the League.

Salary: Negotiable

Applicants should send a letter of application along with their resume and two letters of recommendation by email, no later than **4:00pm on Friday 03 July 2026** to:

**Human Resource Manager
Belize Credit Union League
#88 Victoria Street, P.O. Box 397
Belize City, Belize
Telephone: 223-0495
Email: d.vidal@bculbz.org**