



SENIOR ACCOUNTANT, FINAL ACCOUNTS AND REPORTING (LEVEL 6)

Basic Salary: \$3,094,839.00-\$4,162,214.00 per annum.

JOB PURPOSE:

Under the general direction of the Senior Director, Finance and Accounts, the Senior Accountant, Final Accounts and Reporting is responsible for the preparation of the Accounts of the Agency, and for the timely submission of accurate and complete monthly and annual financial statements within generally accepted accounting practices and established organizational guidelines.

KEY RESPONSIBILITY AREAS:

Management/Administrative

- Reviews and recommends changes in procedures to improve the effectiveness and efficiency of the systems and procedures in the Branch.
- Plans, schedules, reviews, and approves the work of employees supervised.
- Attends meetings on behalf of the Finance & Accounts Branch and/or the Agency as directed.
- Keeps abreast of trends and changes in the accounting and finance areas and recommends their adoption/application where appropriate to increase the effectiveness and productivity of the Unit.
- Manages activities within established regulations.
- Prepares and submits reports as requested.
- Establishes targets and sets assignments in consultation with Manager, Financial Accounts.

Technical/ Professional Responsibilities

- Manages the process for accurate capture of transactions for final accounts.
- Reviews system adequacy for the interface of manual and sub-systems transactions with computerized systems.
- Verifies and approves journal entries.
- Assesses activity changes in the chart of accounts.

- Monitors and reconciles changes in Fixed Assets Value and depreciation charges.
- Monitors and reconciles changes in equity.
- Reconciles differences in trial balance.
- Generates Agency's Financial Statements for review by the Manager, Financial Accounts.
- Generates analyses reports by cost centers for review by the Manager, Financial Accounts;
- Verifies and approves reconciliation statements for the Agency's bank accounts.

Other Responsibilities

- Assesses and monitors the adequacy of internal control systems to effectively maintain financial transactions and reduce information risk.
- Compiles audit schedules to support the assertions of the Financial Statements.
- Provides information to internal and external auditors as requested.
- Participates in team efforts to achieve Unit, Branch, and Agency goals.
- Performs other related duties that may from time to time be assigned.

Human Resource Responsibilities

- Manages the welfare and development of direct reports through the preparation of performance appraisal and recommendation of required training and development programs.
- Provides leadership and guidance to direct reports through objective setting, effective planning, delegation, communication, training, mentoring, and coaching and providing assistance and support as needed.
- Participates in the recruitment of staff for the Branch/Unit; and
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment, and commitment to the Branch's and organization's goals.
- Recommends staff leave.
- Recommends disciplinary action within established guidelines.

Required Competencies:

The post-holder will be able to demonstrate:

Technical

- Sound knowledge of financial and accounting principles and practices including the FAA Act and FIEA.
- Knowledge of the Government's Procurement procedures.
- Working knowledge of relevant computer applications.
- Knowledge of the procurement procedures and the Financial Administration and Audit Act.
- Working knowledge of loan contracts.

Behavioural

- Keen attention to detail;
- Excellent management skills;
- Ability to work effectively with internal and external stakeholders;
- Ability to build a partnership to achieve operational goals;
- Sound personal and professional integrity;
- Good analytical and problem-solving skills;
- Excellent time management skills;

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Accounting, Finance, Business Administration (Accounting/Finance), Management Studies (Accounting) *plus*
- Minimum of two (2) years' experience in a related area

OR

- AAT Level Two
- Certificate in Supervisory Management
- At least three (3) years' experience, two (2) of which should be in a supervisory accounting position.

OR

- Diploma in Accounting, Finance, Business Administration (Accounting/Finance), Management Studies (Accounting)
- Minimum of four (4) years' experience in a related area.

Applications along with résumés should be submitted no later than **Friday, March 31, 2023 to:**

Senior Director,
Human Resource Management & Development
Forestry Department
173 Constant Spring Road
Kingston 8
Email: hrmd.fd@gmail.com

We thank all persons who express an interest; however, only short-listed applicants will be contacted.