



### **SENIOR ACCOUNTANT (LEVEL 6)**

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

#### **JOB PURPOSE:**

Under the supervision of the Director, Financial Accounts the incumbent is responsible for planning, coordinating, and controlling the activities of the Financial Accounts Unit by ensuring the necessary monitoring of the accounting functions of the Projects to ensure effective administration, timely completion of the work and payments and achievement of stated objectives in accordance with stipulated guidelines.

#### **KEY RESPONSIBILITY AREAS:**

##### **Management/Administrative**

- Checks/Certifies all payment vouchers and advance vouchers by:
  - Ensuring that all supporting documents are attached;
  - All calculations are correct;
  - Invoices bear appropriate certification;
  - Payee is entitled to payment;
- Ensures that payments are charged to the correct account;
- Ensures the postings of payment and Journal Vouchers, Cash Book, and Receipts to General Ledger on a weekly basis;
- Monitors payments to ensure that the budget line per component/investment schedule is not exceeded during Project's life;
- Supervises the preparation of cheques, vouchers, and invoice orders for payments for goods and services;
- Organizes and directs project staff in the performance of their respective duties to facilitate the effective implementation of project activities;
- Provide advice about the terms & conditions of loan contracts and project documents for officers responsible for the execution of project activities;

##### **Technical/ Professional Responsibilities**

- In collaboration with the Director, Finance & Accounts, prepares a statement of monthly allocation and documentation to obtain funds from the Capital B Vote for deposit to the Project Bank account;
- Prepares monthly Trial Balances;
- Prepares accounting statements per Object/Sub-object for the review of the Manager, Financial Accounts;
- Reviews quarterly financial statements, receipts, and estimates of expenditures for projects, which will receive grants; checking each to ensure compliance with Ministry Guidelines/Project Agreement and Approved Development Plans;
- Makes regular visits to the locations which are in receipt of Grants to check/verify that expenditures are in keeping with statements submitted and to provide accounting assistance where needed;
- Prepares schedules to facilitate annual audits;
- Leads the Financial Management aspects of the project by collaborating on the preparation of the annual project budget and liaise with Managers/Directors to ensure proper maintenance of accounting records and the timely preparation of financial statements;
- Manages all project accounting databases to ensure timely upkeep, security, and control;

- Approves expenditure for activities being implemented;
- Prepares and updates project implementation plan inclusive of work plans and project schedule (s) for the various components/sub-components;
- Monitors the implementation of agreed work plans and budgets of various units responsible for the execution of project activities;
- Works closely with Project Officer in preparing monthly progress invoices to private workers/Consultant for work performed during the month;
- Review project reports from the various Heads of Units against agreed Action Plans and Budgets in order to monitor timelines and expenditures;
- Performs other duties, which may be assigned.

### **Human Resource Responsibilities**

- Manages the welfare and development of direct reports through the preparation of performance appraisals and recommendation of required training and development programs;
- Provides leadership to staff through effective setting, delegation, and communication;
- Provides guidance to staff through coaching, mentoring, and training, provides assistance and support as needed;
- Participates in the recruitment of staff for the Branch/Unit;
- Ensure that staff is aware of and adheres to the policies procedures and regulations of the Branch and Agency.

### **Required Competencies:**

The post-holder will be able to demonstrate:

#### **Technical**

- Sound knowledge of financial and accounting principles and practices including the FAA Act;
- 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 partnerships to achieve operational goals;
- Sound personal and professional integrity;
- Good analytical and problem-solving skills;
- Excellent time management skills;
- Ability to manage & communicate effectively both orally and in writing;

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- B.Sc. Degree in Accounting from a recognized Tertiary Institution
- Minimum of three (3) years' experience
- Specialized training in Project Management

#### **OR**

- Association of Accounting Technicians (AAT)
- Minimum of four (4) years' experience
- Specialized training in Project Management

#### **OR**

- Diploma in Government Accounting
- Minimum of five (5) years' experience two (2) of which must be as a supervisor or operating at a senior level in a Project Accounting Unit
- Specialized training in Project Management

**OR**

Any equivalent combination of qualifications and experience

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](mailto:hrmd.fd@gmail.com)

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