



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Accountant – Final Accounts
JOB GRADE:	7
POST NUMBER:	
DIVISION:	Corporate Management
BRANCH:	Finance & Accounts
REPORTS TO:	Manager Finance & Accounts
MANAGES:	Accounting Clerks, Cashier

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division/Branch:

The Corporate Management Division provides a portfolio of organization support functions to enable efficient operations of the Agency in executing its mandate and the achievement of its objectives. The Division comprises the following Branches:

Finance & Accounts Branch: is responsible for managing the financial affairs of the Agency establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices and GoJs standards and requirements.

Public Education and Corporate Communication Branch is responsible for providing public education and consultation support services to the divisions and branches as well as to coordinate the Agency's public relations programmes.

Information Technology Branch: is responsible for the ongoing operations and technical support of the agency's technology infrastructure to support operational management and delivery of its services.

Facilities Management and Operations Branch: provides security, ancillary and maintenance management services and administers the procurement function.

Public Procurement Branch: responsible to provide procurement management services and administer public procurement on behalf of the Agency.

Job Purpose:

The Accountant- Final Accounts is responsible for coordinating the daily activities of the Final Accounts Unit to efficiently prepare and maintain the Agency's books of accounts and associated reports to enable the effective management of the Agency's financial resources in line with relevant policies, processes and key controls established by the Agency and the Government of Jamaica.

Key Outputs:

- Financial statements/reports
- Updated General Ledger and supporting schedules
- Allocated funds to bank accounts
- Fixed Assets Accounts
- Accounting policies and procedures manual
- Direct reports work plans and performance appraisals

Key Responsibility Areas:

A. Administrative Responsibilities

1. Contributes to the preparation of the Branch's operational plans and budget
2. Contributes to the documentation of Accounting and operational procedures and guidelines including systems of control to facilitate the efficient management and delivery of service from the Branch; implements/ recommends initiatives to improve accounting processes and procedures.

3. Ensures the maintenance and safe custody of the Agency's financial records, cheques and other financial assets.
4. Coordinates external audit exercise, ensuring cooperation with external auditors and the timely implementation of audit recommendations related to the section.
5. Participates in team efforts to achieve departmental and company goals; demonstrates/upholds the Agency's core values in personal and professional behaviours.

B. Technical/ Professional Responsibilities

1. Coordinates monthly, quarterly and annual closing activities to meet required reporting deadlines; prepares and analyses financial statements and brings to the attention of the Manager areas of concern including the performance of financial targets.
2. Monitors/manages general ledger postings ensuring accuracy; checks and posts journal entries; reviews Investment Schedules and journals ensuring accuracy and timely postings to General Ledger; review and post invoices
3. Manages the Fixed Assets accounts ensuring Schedules are in agreement with the General Ledger balances and classifications as well as that calculations of monthly depreciation charges are accurate and the requisite journal entries booked.
4. Checks and signs off daily collection and lodgments ensuring they are properly accounted for and lodged to appropriate accounts; reviews point of sales account reports ensuring accuracy of allotment and letter to bank for transfer to respective accounts.
5. Monitors the movement of funds between the bank accounts and ensures that all supporting accounting entries are accurately made; supervises the preparation of bank reconciliations, liaises with the banks to address any discrepancies that may arise.
6. Updates NRCA fund allotment for projects once NRCA resolutions are received; monitors and reviews Fees Accounts disbursement schedules ensuring accuracy of coding of disbursements ensures any discrepancy is addressed
7. Contributes to the costing of the Agency's services

C. Supervisory

1. Develops annual work plans for direct reports ensuring they are fully utilized in order to deliver against agreed work programme and achievement of the Unit's targets; monitors their performance and provides timely feedback to facilitate development of performance gaps and/or reinforcement of performance excellence; conducts performance appraisals within the guidelines provided by the HR Division.
2. Directs the development and oversees the implementation of initiatives to promote teamwork and cooperation within the Branch and contributes to building an environment which stimulates, motivates and keeps employees and project staff engaged.

3. Provides leadership to direct reports through effective objective setting, delegation and communication; ensures direct reports are aware of, and adheres to, the Agency's policies, procedures and regulations.

D. Other Responsibilities

The incumbent may, from time to time be assigned duties not specifically outlined within the job description but are, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

- Recommend staff leave

Performance Standards:

- Established targets are consistently met
- Financial statements are prepared in accordance with established guidelines and timeframe.
- Fixed Assets account are up-to-date
- Revenue collected is accurately accounted for and any discrepancy reported to the relevant authority
- Accurate and up-to-date records are maintained
- Staff are effective and efficient
- Confidentiality and integrity are maintained in the execution of duties.
- Good coordination and effective working relations exist with other Divisions/Units; assistance is provided as requested.

Internal and External Contacts (specify purpose of significant contacts):

(i) Internal

Contact (Title)	Purpose of contact
Directors, Managers	provide/ receive information on budget matters
Other Accounts Units Staff	Knowledge sharing, provide/receive information

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Agency's Banks	Provide/receive information,
Ministry of Finance & Planning	Providing information, networking
Accounts Department in Parent Ministry	Providing information, networking
Facilities & Operations Manager	Coordinating fixed assets activities

Working Conditions

Typical Office environment

Required Competencies

- Sound knowledge of financial and accounting principles and practices including the Financial, Administration and Audit Act(FAA Act), International Accounting Standards(IAS) and International Financial Reporting Standards (IFRS).
- Working knowledge of relevant computer applications including Microsoft Excel.
- Excellent time management skills.
- Ability to communicate effectively both orally and in writing.
- Excellent interpersonal skills.
- Good analytical and problem solving skills.

Minimum Required Education and Experience

- ACCA Level II/Bachelors' Degree in Accounting.
- Training /Certificate in Supervisory Management.
- At least two years' experience in supervising in an accounting position