



NATIONAL ENVIRONMENT AND PLANNING AGENCY JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Project Accountant
JOB LEVEL:	7
POST NUMBER:	
DIVISION:	Finance and Accounts Division
BRANCH:	Project Accounts
REPORTS TO:	Director – Finance & Accounts
MANAGES:	

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 Finance and Accounts Division provides a portfolio of financial functions to enable efficient operations of the Agency in executing its mandate and in the achievement of its objectives. The Finance and Accounts Division is responsible for managing the financial affairs of the Agency including financial reporting, budget control, establishing and maintaining sound financial controls, accounting systems and procedures in keeping with standard accounting principles and practices, and Government of Jamaica standards requirements. The Division has direct responsibility to oversee preparation and reporting on budgets and project financial activities of the Agency, and manage the Agency's investment portfolio.

Job Purpose:

Under the leadership and direction of the Director – Finance & Accounts, the Project Accountant is responsible for the coordination of financial management business processes and systems for a selection of Capital A and Grant/Multi-lateral Agencies/International Development Partner funding/assistance programmes and projects in the NEPA.

Key Outputs:

- Project budgets developed
- Project expenditure forecasted and analyzed
- Project expenditure commitment and control processes implemented and monitored
- Project accounts managed
- Project financial information prepared and reported
- Project stakeholder managed
- Auditing of project accounts coordinated
- Annual/Quarterly/Monthly performance Reports prepared
- Individual work plans developed
- Staff coached and appraisals conducted

Key Responsibility Areas:

A. Administrative Responsibilities

- Participates in the strategic planning mechanisms for the NEPA to guide project planning budgets;
- Develops Individual Work Plans based on alignment to the overall plan for the section;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;
- Maintains customer service principles, standards and measurements.

B. Technical/ Professional Responsibilities

- Provides leadership in developing project budgets, oversight of expenditure, and reporting progress and completion;
- Devises workable approaches that ensures standard accounting procedures are consistent with the FAA Act are adhered to and that the necessary records are maintained to meet the requirements of the Act;
- Participates actively in the preparation of project proposals and related documentation for submission to Multi-lateral Agencies and other International Development Partners;
- Assists the Director – Finance & Accounts and Senior Manager – Projects, in identifying project funding source;
- Authorizes Project Payment Vouchers, adjusting journal and transactions based on project grant/loan agreement or approved budgets;
- Implements and monitors commitment and control processes to ensure that funding is available to meet project expenditure and that bills are paid on a timely basis;
- Maintains Project Accounts in an appropriate manner in order to track project costs according to activities and source of fund as required by grant/lending agencies;
- Collaborates with Project Managers/Owners in the Agency and the Projects Branch to develop and integrate project performance indicators agency-wide;
- Prepares Financial Reports by Grant/Multi-lateral agencies/International Development Partners and integrates with project milestones and the Agency's Strategic Plan;
- Collaborates with the Senior Manager – Projects, and Project Owners, prepares and submits quarterly and yearly cash flows for Capital A and B projects for submission to the Ministry of Finance and the Public Service;
- Prepares and reviews Financial Statements for projects as required in the prescribed formats for presentation to the Auditor General's Department, the Planning Institute of Jamaica, and the Ministry of Finance and the Public Service;
- Co-ordinates Project Audits and the preparation of response to Audit queries;
- Assists the Senior Manager – Projects and Project Managers/Owners, in the preparation of quarterly and yearly cash flows projections for each project to be submitted to the Parent Ministry and Ministry of Finance and the Public Service;
- Undertakes analysis of project expenditure against the approved budget and the warrant on a continuous basis and advises the Director – Finance & Accounts and Project Managers of the negative variances;
- Forecasts of projected project expenditure monthly for cash flow management and client reporting;
- Assists the Senior Manager – Projects and Director – Finance and Accounts in allocating warrants to the various projects on a monthly basis;
- Compiles and submits monthly reports to the Ministry of Finance and the Public Service for Capital A and B Projects;
- Prepares financial statements for all projects operated by the NEPA, and provides such reports to Grant/Multi-lateral Agencies/International Development Partners, Project Managers, Programme Managers and Senior Manager, Projects;
- Ensures the timely reimbursement claims to Grant/Multi-lateral Agencies/International Development Partners and the Ministry of Finance and the Public Service as applicable;

- Operates and reconciles all project bank accounts on a monthly basis i.e. Special Accounts, Project Bank Accounts and the Capital A and Capital B Projects;
- Develops and maintains good working relationships with key stakeholders and other contractors;
- Accompanies CEO and Director – Finance & Accounts to the Public Accounts Committee and Standing Finance Committee of Parliament as required;
- Keeps current with the latest tools/techniques in Public Financial Management (Specifically Project Accounting) to determine what new solutions and implementations will meet NEPA's business/operational requirements.

C. Human Resource Responsibilities

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing accounting professionals who possess outstanding knowledge, experience, ethics, and integrity;
- Evaluates and monitors the performance of staff under direct supervision and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Division;
- Recommends succession initiatives, transfer, promotion and leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effects disciplinary measures in keeping with established guidelines/practices.

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 incumbent is authorized to:
 - Prepare and recommend project budgets;
 - Recommend Financial and Accounting procedural changes;
 - Engage a range of related stakeholders;
 - Recommend staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
 - Recommend relevant training and development programmes for direct reports to enhance knowledge and performance.

Performance Standards:

- Project budgets developed in accordance with project charters, FAA Act (Instructions), accounting standards and agreed timelines;
- Project expenditure forecasted and analyzed in accordance with industry and FAA standards and agreed timelines;
- Project expenditure commitment and control processes implemented and monitored in accordance with FAA Act (instructions) agreed donor partner guidelines and timeframes provided by the MOFPS;
- Project accounts managed in the stipulated time and in accordance with guidelines and standards;
- Project financial information prepared and reported are evidence-based and accords agreed formats and timelines;
- Project stakeholders managed in cordial and timely manner;
- Auditing of project accounts coordinated in accordance with guidelines, standards and timeframes;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframe;
- Staff coached and appraisals conducted in conformity with established standards and timelines;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal and External Contacts:

(i) Internal Contacts

Contact (Title)	Purpose of Communication
Director – Finance & Accounts	<ul style="list-style-type: none">• Provide advice and contribute to decision making;• Identify emerging issues/risks and their implications, and propose solutions;• Receive guidance and provide regular updates on key Project Accounting issues and priorities.
Planning, Projects, Monitoring, Evaluation & Research Division	<ul style="list-style-type: none">• Develop and maintain effective working relationships• Collaborate, exchange information, provide strategic advice, support and feedback in the development of Project Proposals and Plans
Senior Executives/Management	<ul style="list-style-type: none">• Develop and maintain effective working relationships• Collaborate, exchange information, provide strategic advice, support and feedback
Public Procurement	<ul style="list-style-type: none">• Develop and maintain effective working relationships on matters procurement management and financial resourcing

Contact (Title)	Purpose of Communication
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

(ii) External Contacts

Contact (Title)	Purpose of Communication
Ministry of Economic Growth & Job Creation	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Provides expert advice on Project Accounting matters; and exchange information;
Ministry of Finance & Public Service – PEX and PXPC	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Receive expert advice; and exchange information; • Liaise on key Finance and Accounts issues.
Grant/Multi-lateral and International Development Partners	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Receive expert advice; and exchange information relating project financing and progress;
Auditor General	<ul style="list-style-type: none"> • Exchange information on audit queries and related processes.
Committees of Parliament related to Financial Affairs	<ul style="list-style-type: none"> • Assists/Supports the Permanent Secretary in discussions on the MEGJC's Budgets and related matters
Accountant General's Department	<ul style="list-style-type: none"> • Provides and receives information regarding central treasury management and payments
Professional Affiliations	<ul style="list-style-type: none"> • Provides expert advice and exchange information; • Identify innovation and new opportunities for the Association.
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> • Monitors financial transactions and interventions; Exchange of information.
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback

Working Conditions

- Work will be conducted in an office outfitted with standard office equipment and specialized software. The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions. Additionally, maybe required to do intra island travel and extended working hours is required

Required Competencies

- Good knowledge of Financial and Accounting Principles and Practices;
- Good knowledge of the project accounting principles and practices;
- Good knowledge of the Public Finance Legal Framework (FAA Act & Regulations and Instructions) Public Expenditure Policy and Public Finance Management Reforms;
- Good knowledge of and experience in, GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;
- Knowledge of GOJ Information and Communication Technology Finance & Accounting systems;
- Good understanding of the public expenditure policy environment and the goals;
- Good knowledge of Finance and Accounting monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Ministry;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Education and Experience

- Bachelor's Degree in Finance, Accounting, Management Studies, Public Sector Management, Public/Business Administration, or a related discipline, **OR** Association of Certified Chartered Accountant (ACCA) Level 2;
- Intermediate Certification in Project Management;
- Five (5) years' experience in a (project) Finance/Accounting environment.

OR

- NVQJ Level 5, Accounting;
- Intermediate Certification in Project Management;
- Five (5) years' experience in a (project) Finance/Accounting environment.