

Job Description

JOB TITLE: Accountant (Head)

JOB PURPOSE:

The incumbent is required to manage the activities and operations in the Company to ensure that the unit is maintaining an established accounting systems, accurate financial records and procedures and implementing effective accounting controls to achieve the objectives of the Construction Company Limited.

WORKING RELATIONSHIPS

- Reports to the designated Manager/Supervisor.
- Works closely with services providers, other internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- **Strategic & Transformational Role:**
 - Manages processes and procedures to maintain the integrity of the internal controls to prevent audit findings and monetary risks to the Construction Company Limited, such as fraud, duplicate payments, and penalties for non-compliance
 - Develops and implements policies and procedures to ensure effectiveness and efficiency in deliverables.
 - Manages all payable and disbursement of funds to ensure compliance with financial legislations, regulatory policies, laws and regulations relevant to the Construction Company Limited.
- **Operations Oversight Role:**
 - Maintains accurate financial records, control reports and effective document control mechanisms.
 - Ensures to close Accounts Payable transaction annually on September 31 in accordance with financial regulations.

- Oversees the automated processes of the Automated Clearing House (ACH) payments and develop query tools to assist with research and help resolve system issues.
 - Posts daily Automated Clearing House (ACH) payments.
 - Analyses invoices and expenses reports for accuracy and eligibility for payments.
 - Ensures expenses are posted correctly.
 - Ensures timely payments of vendors invoices and expense vouchers.
 - Processes relevant payments in a timely manner.
 - Reconciles relevant financial statements:
 - Ensures that all supplier statements are reconciled in a timely and accurate manner in accordance with management instruction and financial guidelines.
 - Ensures all vendor maintenance is processed accurately, in accordance with agreed KPI's and is appropriately authorised.
 - Manages the work activities of the personnel of the Department.
- **Leadership/Relationship Role:**
 - Manages the Performance Management System for relevant employees.
 - Provides coaching and mentoring to subordinate employees.
 - Prepares and submits relevant financial reports and financial statements in accordance with financial regulations and the Company's requirements.
 - Prepares and submits detailed budgets and reports to the parent ministry to obtain funding for the Company's activities.
 - Contributes to the development of the Company's budget.
 - Develops and maintains effective working relationships with relevant stakeholders.
 - **Corporate Service Responsibility/Public Trust/Compliance/Risk:**
 - Assesses the impact of proposed/existing company legislations, regulatory policies, laws and regulations pertinent to the organization making recommendation for amendments.

- Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
- Identifies operational and reputational risks in the area of finance and accounting and develop/implement mitigation measures to address issues identified.

REPORTING REQUIREMENTS:

- Vacation Leave Roster
- Performance Appraisal
- Attendance and Punctuality
- Succession Planning
- Training Plan
- Policy and Procedure Reviews and Recommendations

QUALIFICATIONS AND EXPERIENCE:

- Professional Accounting Qualification (Certified Professional Accounting (CPA); Chartered Financial Analyst (CFA); Association of Chartered Certified Accountants (ACCA) Level Three (3) or Bachelor's Degree in Accounting, Finance, Business Administration, Economics; or equivalent qualification in a related discipline;
- Ten to seven (10-7) years' experience in similar position with at least eight (8) years supervisory/managerial experience in a financial institution;
- Working experience in document mapping will be an asset; or
- Equivalent combination of training and experience.



KNOWLEDGE AND SKILLS:

- Knowledge of the principles of accounting, accruals and financial administration relevant to the operations of the Company.
- Knowledge in applying the International Financial Reporting Standards (IFRS) and Exchequer and Audit Ordinance and other financial rules and regulations relevant to the operations of the Company.
- Ability to develop and implement processes and procedures.
- Ability to develop, implement and enforce policy in a respectful and customer service-oriented manner.
- Strong ability to manage multiple suppliers at one time with a strong focus on high service delivery standards.
- Ability to work within a high-volume transaction and diverse business environment.
- Ability to work independently, exercising discretion and sound judgment
- Ability to maintain confidentiality.
- Strong work ethics: Able to uphold ethical standards and values, and to act with integrity.
- Proficient in document management.
- Outstanding organisational skills including the ability to manage and prioritise multiple concurrent tasks, meet tight deadlines and to work in an independent, flexible manner where required.
- Strong analytical and problem solving skills including the ability to identify issues and develop solutions.
- Detailed oriented.

- Excellent communication skills (oral, written and interpersonal).
 - Excellent written and verbal communication skills with the ability to engage with a broad range of stakeholders (both internal and external) both in the provision of information, support and advice.
 - Excellent interpersonal skills, including an ability to acquire information and influence others with diplomacy, tact and discretion and to engage internal and external stakeholders at all levels with respect and confidence.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Project) with advanced skills in Microsoft Excel.
 - Proficiency in the use of Windows based applications (particularly spreadsheets and databases)

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.