

MINISTRY OF JUSTICE

JOB DESCRIPTION AND SPECIFICATION

Job Title: Project Accountant
Job Grade: FMG/PA 2
Department: Finance and Accounts Division
Reports to: Principal Finance Officer
Incumbent:
Manages: 3 persons

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS ASSIGNED BELOW

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE:

Under the direction of the Principal Finance Officer the incumbent ensures the effective and effective management of the project accounts of the Ministry of Justice and its departments, whether funded through the Government of Jamaica, local or international donor agencies; in the fulfilment of its corporate objectives.

KEY OUTPUTS:

- Efficient Use of Resources
- Accounting Records Secured
- Control and Tracking System in place
- Functional Accounting System in place
- Reports prepared and submitted
- Competent Staff in place
- Information provided upon request

KEY RESPONSIBILITY AREAS:

Management

- Plans, directs, and control the operations of the Project Unit
- Represents the Ministry at Conferences, Meetings and other Functions as directed
- Assists with preparation of required budgets and strategic plan
- Prepares and submits reports
- Responds to customers queries on matters relating to the areas of responsibility
- Ensures that standard accounting procedures are adhered to and that records are maintained to meet the requirements of the Financial Administration and Audit Act and the various loan/grant agreements
- Performs any other duties assigned

Technical

- Advises and make recommendations on project financial matters
- Provides financial information to all relevant senior managers for project(s) evaluation
- Analyze and provide explanation for variation between budgetary allocation and expenditure
- Reviews monthly returns of project accounts from the ministry's agencies
- Compile monthly Capital a and B reports for submission to MoF, Donor/Lending Agencies
- Oversees the maintenance and security of project financial records
- Responds to customers queries on matters relating to the areas of responsibility
- Participate in the preparation of annual budgets for all projects, being undertaken by the Ministry
- Prepare yearly financial statements for projects; in the prescribed formats, for submission to the Auditor General's Department, as required by the grant/loan agreement

- Prepare responses to audit queries
- Co-ordinate monthly, quarterly and annual cash flow requests in conjunction with Project Managers
- Ensure the timely submission of reimbursement claims for submission to lending/donor agencies
- Operate and reconcile all bank accounts on a monthly basis
- Signs on financial statements
- Authorises payment vouchers and ensure timely payments
- Participate in the preparation of Project Profiles and submissions to lending /donor agencies
- Verify funds availability for each project
- Authorize claims for Legal Services
- Performs any other duties assigned

Human Resource Management

- Manages the welfare and development of direct reports through coaching, mentoring, performance appraisals and training
- Provides leadership to staff through effective setting, delegation and communication of duties and responsibilities
- Participates in the recruitment of staff for the department
- Ensures that staff is aware of and adhere to policies, procedures and regulations of the Ministry
- Responds to customers queries on matters relating to the areas of responsibility
- Performs any other duties assigned

PERFORMANCE STANDARDS:

- Accounting records are accurate and current and presented in the agreed timeframe and in accordance with the established policies, practices and procedures
- Reports are accurate comprehensive and submitted within the agreed timeframe and format
- Adequate control and tracking systems are in place
- Confidentiality and integrity are exercised
- Welfare of staff is clearly identified and addressed
- Staff is competent and productive

REQUIRED COMPETENCIES:

- Excellent knowledge of Public Service Regulations, Staff Orders, Financial Administration and Audit Act and other regulations and procedures governing the Public Sector
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- Comprehensive knowledge of Government Accounting principles and practices
- Comprehensive knowledge of major funding agencies

- Excellent knowledge of the organisation policies and procedures
- Excellent planning and analytical skills
- Excellent interpersonal and customer service skills
- Excellent presentation, oral and written communication skills
- Ability to lead and work in teams
- Ability to use initiative
- Working knowledge of the relevant computer application software

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Bachelors Degree in Accounting / Management Studies with Accounting or;
- ACCA Level 2 or;
- Associate Degree in Accounting – MIND along with the completion of revised Government Accounting Course.

SPECIAL WORKING CONDITIONS:

Normal

AUTHORITY

- Gives approval for payment
- Signs on financial statements
- Authorises payment vouchers