



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b>	Project Accountant
<b>JOB GRADE:</b>	FMG/PA 2
<b>POST NUMBER:</b>	<b>64384</b>
<b>DIVISION:</b>	Finance & Accounts Division
<b>BRANCH</b>	N/A
<b>REPORTS TO:</b>	Principal Finance Officer
<b>MANAGES:</b>	Project Accounting Officer

This document will be used as a management tool and specifically will 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 (in which the position is located):**

To implement performance and financial reporting, risk management, and cash flow tools, along with efficient records, administrative systems and procurement processes, to ensure optimal resource use in compliance with regulations and policies.

### **Job Purpose**

Under the leadership and direction of the Principal Finance Officer, 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 MOJ.

### **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:**

#### **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 Principal Finance Officer and Senior Director – Project Management & Technical Services to 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 Departments/Agencies and the Project Management & Technical Services Division to develop and integrate project performance indicators Ministry wide;
- Prepares Financial Reports by Grant/Multi-lateral agencies/International Development Partners and integrates with project milestones and the Ministry's Strategic Plan;

- Collaborates with the Senior Director – Project Management & Technical Services 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 Director – Project Management & Technical Services and Project Managers/Owners, in the preparation of quarterly and yearly cash flows projections for each project to be submitted to the 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 Principal Finance Officer and Project Managers of the negative variances;
- Forecasts of projected project expenditure monthly for cash flow management and client reporting;
- Assists the Senior Director – Project Management & Technical Services and PFO 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 Ministry of Justice and subjects, and provides such reports to Grant/Multi-lateral Agencies/International Development Partners, Project Managers, Programme Managers and Senior Director Project Management & Technical Services;
- 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 Project;
- Develops and maintains good working relationships with key stakeholders and other contractors;
- Accompanies Permanent Secretary and Principal Finance Officer 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 MOJ business/operational requirements.

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

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to PFO, Permanent Secretary, Senior Executives and other relevant stakeholders;
- Attends Public Accounts Committee (PAC) and Public Administration and Appropriations Committee (PAAC) of the Parliament of Jamaica to provide information and support the PS and PFO as applicable;
- Represents PFO at meetings, conferences, workshops and seminars;
- Prepares reports and project documents as required;
- Prepares and delivers Finance & Accounts presentations as needed;

- Supports and maintains customer service principles, standards and measurements.

### **Human Resources Responsibilities**

- Provides management and guidance through effective planning, delegation, communication, training, mentoring and coaching of high-performing audit 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.

### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

### **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 MOJ 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 stakeholder 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 completed and submitted in accordance to agreed timeframe and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

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

**Internal Contacts**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
PFO	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making;</li> <li>• Identify emerging issues/risks and their implications, and propose solutions;</li> <li>• Receive guidance and provide regular updates on key Project Accounting issues and priorities.</li> </ul>
Project Management & Technical Services Division	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships</li> <li>• Collaborate, exchange information, provide strategic advice, support and feedback in the development of Project Proposals and Plans</li> </ul>
Senior Executives/Management	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships</li> <li>• Collaborate, exchange information, provide strategic advice, support and feedback</li> </ul>
Public Procurement	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships on matters procurement management and financial resourcing</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Provide coaching, guidance and support.</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships</li> <li>• Provide expert advice and exchange information</li> </ul>

**External Contacts**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Provides expert advice on Project Accounting matters; and exchange information;</li> </ul>
Ministry of Finance & Public Service – PEX and PXP	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Receive expert advice; and exchange information;</li> <li>• Liaise on key Finance and Accounts issues.</li> </ul>
Grant/Multi-lateral and International Development Partners	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships;</li> <li>• Receive expert advice; and exchange information relating project financing and progress;</li> </ul>
Auditor General	<ul style="list-style-type: none"> <li>• Exchange information on audit queries and related processes.</li> </ul>
Committees of Parliament related to Financial Affairs	<ul style="list-style-type: none"> <li>• Assists/Supports the Permanent Secretary in discussions on the MOJ's Budgets and related matters</li> </ul>
Accountant General's Department	<ul style="list-style-type: none"> <li>• Provides and receives information regarding central treasury management and payments</li> </ul>

Contact (Title)	Purpose of Communication
Professional Affiliations	<ul style="list-style-type: none"> <li>Provides expert advice and exchange information;</li> <li>Identify innovation and new opportunities for the Association.</li> </ul>
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> <li>Monitors financial transactions and interventions;</li> <li>Exchange of information.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

### Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2
Initiative	2	Coaching and Mentoring	2
Integrity	3	Flexibility	1
Interpersonal	2	Financial Management	2
Oral Communication	2	Goal/Results Oriented	1
Team Work & Cooperation	3	Leadership	1
Time Management	2	Methodical	2
Written Communication	2	Planning and Organising	1
		Presentation and Reporting	1
		Problem Solving and Decision-making	1
		Resilience	2
		Stress Tolerance	1
		Technical Skills	2
		Use and Application of Technology	1

III. Other 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
Knowledge of GOJ ICT 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 understanding of the public expenditure policy environment and the goals
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 Accounting/Management Studies with Accounting or BBA Degree from an accredited University or;
- ACCA Level 2 or;
- NVQJ Level 5, Accounting or;
- ASc. Degree in Accounting, MIND along with the Diploma in Government Accounting, MIND.
- Four (4) years' Accounting experience in private or public sector at an intermediate level.

### **Authority:**

- Prepares and recommends project budgets;
- Recommends Financial and Accounting procedural changes;
- Engages a range of related stakeholders;
- Recommends staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
- Recommends relevant training and development programmes for direct reports to enhance knowledge and performance.

### **Specific Conditions associated with the job**

- 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.
- Will be required to travel locally and overseas to attend conferences, seminars and meetings.