

JOB DESCRIPTION

JOB TITLE	Accounting Assistant (Financial Reporting and Monitoring and Compliance)
DEPARTMENT	Finance
UNIT	Financial Reporting
REPORTING TO:	Accountant - Financial Reporting

Summary:

The Accounting Assistant shall be responsible for the preparation of all monthly journals for UDeCOTT and its subsidiaries within the stipulated close off period for the purpose of financial reporting. The incumbent shall also provide support in the area of Monitoring and Compliance.

Education, Knowledge and Experience

- Level I ACCA, CIMA, CPA or CMA
- Basic knowledge of Accounting principles
- Basic knowledge of State Financial Regulations
- Working knowledge of the Corporation's Chart of Accounts
- Knowledge in Microsoft Dynamics will be an asset
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions
- A minimum of two (2) years' performing similar functions, preferably in a government or state enterprise

OR

Any equivalent combination of qualifications, training and working experience will be given consideration.

Key Functions and Responsibilities:

Financial Reporting-

- Reviews the general ledger prepayment account , fixed asset accounts, prepaid Insurance account prepare and enter the relevant journal and update the associated schedule
- Reviews the General Ledger accrual account, reverse the previous month accruals, enter current month journal and update accrual schedule
- Review car park daily cash revenue accounts and prepare vat journals
- Preparation of all subsidiary monthly journals
- Prepare any other month end journals, adjusting and correction journals.
- Prepare Monthly Construction Schedule (PM Fees)
- File all Journals for the Finance Department
- Any other duties assigned by the Unit Head as it pertains to the responsibilities of the Unit and or Department.
- Assist in the collation of documents for external audits annually

Monitoring and Compliance (Loans/Treasury)

- Receives, reviews and actions accordingly mail correspondence dispatched from the Office of the CEO/Receptionist from Financial Institutions/Banks and Ministry of Finance on loan/financing/funding related matters.
- Prepares the first drawdown notice on funding at financing close.
- Prepares for submission all legal and ancillary documents at financing close to the Financial Institutions/Banks.
- Provides copies of all closing legal and ancillary documents to the Legal Department and Office of the Corporate Secretary and files the originals accordingly.
- Prepares monthly/quarterly reports in relation to Loans/Treasury to the Ministry of Finance in accordance with the SEPMM and as directed by the Divisional Manager, Finance, these include but are not limited to:
 - Ministry of Finance Investments Monthly and Quarterly Status of Loans/Overdraft Portfolio Government Guaranteed and Letters of Comfort Report
 - Ministry of Finance Investments Monthly and Quarterly Status of Loans/Overdraft Portfolio Non- Government Guaranteed Report
 - Ministry of Finance Investments Quarterly Status of Investments in Securities Portfolio
- Prepares periodic and/or specific correspondence in relation to Loans/Treasury as directed by the Divisional Manager, Finance to Financial Institutions/Banks and Ministries etc., these include but are not limited to:
 - Certificates of Deposits/Bondholder Certificates
 - Loan Repayment notices to Ministries
- **Any other duties as may be assigned from time to time**

Dimensions and Scope of Role

- Operate within Policies and Procedures of the Corporation
- Operate within national and international accounting standards
- Operate within the relevant Laws and Regulations – local and international

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the ‘gold’ standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team’s success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit.

Key Performance Indicators

- 100% reports completed by scheduled completion date and 100% accuracy
- Accurate determination and Posting to Chart of Accounts
- All records maintained as per procedures