

JOB DESCRIPTION

JOB TITLE:	Accountant, Projects and Treasury
DEPARTMENT:	Finance
REPORTING TO:	Divisional Manager, Finance

Summary:

The Accountant- Projects and Treasury shall be responsible for the preparation, monitoring and control of projects budget, update of statutory financial reports, management accounts, corporation tax, variance reports and maintenance of the company's fixed asset register for the purpose of financial reporting.

Education, Knowledge and Experience

- ACCA
- Strong interpersonal skills with proven ability to lead and motivate a team
- Process oriented with high standards of professionalism and integrity
- Strong organizational and implementation skills

- Five (5) Years relevant working experience in a Finance environment of large, diverse company

OR

Equivalent combination of Qualification and Training will be considered.

Key Functions and Accountabilities:

- Creation of project files (electronic and hard copy) for all project transaction details including contracts, board approvals, letters of award, project scope of works, project milestones schedule
- Set up / creation and maintenance of project accounts
- Set up of project budgets in accounting system
- Performs monthly reconciliation of project transactions / accounts
- Monitoring of project funding to ensure designated use
- Review and approval of monthly bank reconciliation for all bank accounts

- Controlling and reporting on daily exposure or positioning of firm's cash
- Development of new procedures aimed at supporting UDeCOTT's cash position
- Approving ad hoc cash requests (foreign and local currency)
- Online banking ACH Approval
- Manage all foreign currency transactions and hedging against foreign exchange losses
- Preparation of annual budget projections and trend analysis by department from template submission including budget assumptions
- Preparation of departmental budget variance reports
- Providing Executive Management and Board of Directors with regular reports on financial health of the company
- Working alongside the Accountant Financial Operations and Accountant Financial Reporting in the preparation of ad hoc reports as required
- Managing intercompany lending
- Any other related duties as may be assigned by the Divisional Manager, Finance

Dimensions and Scope of Role

- Operates within Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations – local and international
- Operates within Scope and limits of authority
- Decision making in keeping with approved parameters of authority to ensure that the financial integrity of the company is maintained

Key Behavioral Competencies

People Development: Has the ability to create an environment that enables action on the part of employees towards the fulfillment of organizational and individual goals. Is able to assess strengths and weaknesses and provide feedback that would enhance performance.

Strategic Perspective: Is proficient in the use of strategic planning, monitoring and control techniques. Has an understanding of issues and competitive markets and challenges. Ability to guide, develop, implement and monitor plans based on the organization's intended results.

Governance/ Compliance: Demonstrates and behaves in accordance with the principles of transparency and accountability following the rule of law, state and organizational policies and procedures.

Integrity: Displays honesty, and credibility in relationships and work situations, consistent with the Corporation's values and principles e.g. walks the talk, sets good example, ethical conduct.

Risk Management: Has a sound knowledge of risk management principles and framework with a proactive approach to ensure compliance with national and Corporation guidelines to mitigate risk.

Customer Service: Ability to influence employees to use 'gold' standards in providing continuous service to our clients. Has a sense of urgency in addressing customer issues or seeks information about the real underlying needs of the customer, beyond those expressed initially.

Leadership: Ability to convince, influence, motivate and enable others to contribute to the efficiency, and success of the of the overall business strategy, culture and core values of the Corporation

Change Agent: Manage the transformation process, using innovation and creativity as the catalyst for 'mind-set' change and changes in attitude and standards of behavior for the optimal benefit of our communities.