

JOB DESCRIPTION

Unit : Housing and Village Improvement Programme (HVIP) Sub-Unit
Position : Financial Accountant



<u>JOB DESCRIPTION</u> TEMPORARY POSITION	
JOB TITLE: FINANCIAL ACCOUNTANT	
JOB SUMMARY: The Land Settlement Agency is responsible for keeping an account of all its financial transactions in a manner that follows proper accounting practices. The Financial Accountant is responsible for the overseeing of the preparation payments, managing financial information for the HVIP and ensuring that all financial matters are in line with proper accounting and government practices. Incumbent plays an active role in the financial management of the HVIP and analyzing its financial performance.	
REPORTS TO:	<ul style="list-style-type: none">▪ Reports directly to the HVIP Coordinator.▪ Required to interface with the Manager Corporate Services Unit.
SUPERVISION GIVEN TO:	<ul style="list-style-type: none">▪ Junior Accountant, Accounts Clerk.
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">▪ Manage general accounting functions of the HVIP.▪ Work with a team maintaining Accounting systems and procedures▪ Supervise the preparation of timely financial and management reports for the HVIP▪ Prepare budgets and assist in the implementation of an approved budget for the HVIP▪ Verify Monthly Reports prepared by junior staff▪ Conduct any related duties	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none">▪ Knowledge of generally accepted accounting principles▪ Knowledge of record keeping and filing systems▪ Knowledge of accounting and book keeping terminology and practices▪ Knowledge of record keeping and filing systems
SKILLS AND ABILITIES:	<ul style="list-style-type: none">▪ Excellent communication skills both verbal and written.▪ Proficient computer skills▪ Ability to manage and supervise staff

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| | <ul style="list-style-type: none">▪ Ability to organize and coordinate the work of the sub unit▪ Good communications skills both verbal and written |
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MINIMUM EXPERIENCE AND TRAINING:

- Level II of the ACCA Professional Accounting Qualification.
- At least five (5) years progressive financial experience.
- Any equivalent combination of education and experience may be considered.

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