

Guyana Water Inc. Job Description

Job Title:	Assistant Project Accountant
Location:	Head Office
Department:	Finance
Response to:	Project Accountant
Supervises:	Nil
Purpose:	To assist with the management of the financial aspects of capital investment projects to ensure that accurate financial records are maintained.

Main Duties and Responsibilities

- Ensure that all payments are properly verified to invoices and/or relevant supporting documents, in line with approved contracts (GWI and Funding Agency). Assign the correct accounting code.
- Prepare all documents (Letters and vouchers) necessary to have payments, approved by external parties to GWI, completely processed.
- Initiate the pay over of deductions within the statutory and other timelines.
- Ensure that all payments are dispatched promptly to suppliers and obtain suitable receipts for these payments.
- Ensure that all queries arising from payments are resolved in a timely manner.
- File all documents using the standard filing systems (electronic and hard copy files).
- Enter invoice and payment information in both Project Registers (Offline), Orace and IFMAS Registers (Online).
- Maintain the Project Registers daily.

- Correspond online transactions and balances with the Project Registers and prepare the relevant reconciliation statements/schedules as evidence of these agreements/checks.
- Correspond the cash registers with the bank statements and prepare bank statements, reports and other reports relating to the project's unit.
- Assist the Project Accountant in preparing financial statements, reports relating to the Projects Unit.
- Assist in the generation of documents or reports as it relates to the internal and external audit of the unit.

Qualifications and Experience

- ACCA level one plus three (3) years' experience in an accounting environment

Or

- CAT plus three (3) years' experience in an accounting environment

Or

- A Diploma in Accountancy from a recognized learning institution plus, five (5) years' experience in the accounting field.

Or

- Five subjects at CXC including English Language, Math and Accounting plus seven (7) years' experience in accounting at a supervisory level.

COMPETENCIES

Working with people

- Demonstrates and interest in and understanding of others.
- Adapts to the team and builds team spirit.
- Recognizes and rewards the contributions of others.
- Listens, consults, and communicates proactively.
- Support and cares for others.

- Develops an awareness of one's own strengths and weaknesses.

Persuading and Influencing others

- Makes a strong person impression on others.
- Gains clear agreement and commitment from others by persuading, convincing, and negotiating.
- Promotes ideas on behalf of self and others.

Presenting and communicating information

- Speaks clearly and fluently.
- Expresses opinions and information and key points of an argument clearly.
- Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- Makes presentations and undertakes public speaking with skill and confidence.
- Responds quickly to the needs of employees and to their reactions.
- Projects credibility.