

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	FIN- 003
Job Title:	Financial Accountant
Location:	Head Office
Department:	Finance
Reports to:	Director of Finance
Supervises:	General Accountant, Assistant Accountant, Asset Accountant, Reconciliation Officer, Accounts Payable Clerk, Accounts Receivable Clerk, Payroll Clerks
Purpose:	To provide supervision in order to assure proper recording and documentation of accounting transactions for the preparation of financial statements.

MAIN DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and coordinates general accounting activities related to accounts payables, accounts receivables, general ledger, fixed assets, and payroll accounting transactions.
- Assists the Director of Finance in establishing and implementing policies and procedures for the accounting function and ensure that these are observed consistently.
- Prepares annual and interim financial reports/statements for Guyana Water Inc.
- Examines, analyses, and interprets financial statements for senior and other managers.
- Oversees record keeping activities, (including verification of invoices and receipts, vouchers and cheques preparation, coding, etc.) to ensure completion of work in a timely and accurate manner.
- Supervises the fixed assets system including the recording of additions, retirements and the calculation of depreciation.
- Examines the computation, documentation and processing of payroll to verify accuracy. Ensures that statutory and other withholdings are disbursed in a timely manner.
- Coordinates activities for annual independent and other special audits.
- Develops, maintains, and improves computerized systems for accounting and financial functions in collaboration with Information, Communication & Technology Department.

- Provides information for the development of the business and strategic plans of Guyana Water Inc.
- Ensures month end journals such as accruals and prepayments are entered on a timely basis to facilitate monthly management accounts.
- Manages and evaluates the performance of subordinate staff.
- Performs other related duties and responsibilities consistent with the purpose and level of the post.

Qualifications and Experience

ACCA qualified plus three (3) years' experience or Bachelor's Degree in Accounting plus five (5) years' experience.

Five (5) years post qualification experience working with computerized accounting systems.

MANAGERIAL COMPETENCIES

Leading and Supervising

- Provides others with a clear direction
- Sets appropriate standards of behavior
- Delegates work appropriately and fairly
- Motivates and empowers others

Ability to Plan and Organize

- Sets clearly defined objectives
- Manages time effectively
- Identifies and organizes resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

Delivering Results

- Sets high standards for quantity and quality
- Monitors and maintains quality and productivity
- Works in systematic, methodical and orderly way
- Consistently achieves project goals

FUNCTIONAL COMPETENCIES

- Strong management skills
- Excellent communication skills
- Ability to manage conflict
- Proficiency in a range of software applications

