

GUYANA WATER INC.

JOB DESCRIPTION

Job Number:	FIN - 007
Job Title:	Project Accountant
Location:	Head Office
Department:	Finance
Reports to:	Executive Director of Finance
Supervises:	Accounts Clerk
Purpose:	To manage the financial aspects of capital investment projects ensuring that accurate financial records are maintained and financial statements produced.

MAIN DUTIES AND RESPONSIBILITIES:

- Maintains a computerized project accounting and disbursement system to reflect financial transactions related to all funding sources (IDA, CDB, ODA, EIB, EEC, and the Government of Guyana) in accordance with approved GWI accounting guidelines and in conformity with the requirements of the Funding Agencies.
- Arrange for the timely processing of payments to Contractors.
- Liaises with the Ministry of Housing and Water, the Ministry of Finance and the co-financiers to ensure procedures relate to progress with fund availability.
- Liaises closely with the Director of Finance in the preparation of annual project budgets, government's contributions to projects, and compliance with finance-related covenants.
- Provides the co-financiers and the PMU with accurate project financial information as requested from time to time.
- Prepares monthly and annual financial statements of projects and advises the Project Manager on likely over expenditures in budget categories.

- Ensures that all financial records, contracts and project documents are properly recorded and stored for ready retrieval.
- Cost completed projects for transfer to GWI asset register.
- Liaises with the Financial Accountant to set up adequate general ledger accounts for processing project transactions.
- Prepares monthly request for funding from Central Government and follow-up release of funds for project use.
- Ensures adequate funds are in all accounts for project use. Advises the Project Manager of any problems, which may affect the payment of debts.
- Prepares year-end financial statements for the various projects and liaise with the External Auditors to have these statements audited.
- Performs other related duties and responsibilities consistent with the level and purpose of the post.

Qualifications and experience

- Bachelor's degree in Accounting.
- Two (2) years experience in accounting preferably in relation to projects.