

Guyana Water Inc. Job Description

Job Title:	Management Accountant
Location:	Head Office
Department:	Finance
Response to:	Executive Director of Finance
Supervises:	Nil
Purpose:	To provide for effective control of operations through the preparation and monitoring of budgets and projects, and production of cost and management reports to Management and the Board.

Main Duties and Responsibilities

- Plans, organizes and coordinate the preparation of annual operating and capital budgets for Guyana Water.
- Analyses departmental budget proposals, develops corporate budget, and recommends levels of funding to the Executive Director of Finance. Communicate approved budgets to the respective departments.
- Develops and introduce an effective budgetary control system for monitoring and controlling expenditures. Assists departments in managing budgets.
- Provides timely and accurate management information to the Management team including investigation of variances analysis.
- Prepares periodic financial statements, including profit and loss accounts, budgets, cash flows variance analysis and commentaries
- Produces and submits annual business plans and budgets, and prepare monthly and quarterly cash flow forecasts.

- Reviews the budget and planning process, initiates enhancements and innovative budgeting techniques and makes recommendations to the Executive Director of Finance.
- Develops and manages systems to capture operational costs which can be analyzed to determine the cost of providing water and sewerage services.
- Contributes to the development of the business and strategic plans for Guyana Water.
- Contributes to the Financial Controls and Governance manuals as appropriate through working with the Chief Accountant to identify areas for update and inclusion.
- Performs other related duties and responsibilities consistent with the purpose and level of the post.

Qualification

- CIMA/ACCA qualified plus three (3) year experience as a Management Accountant
OR
A Bachelors Degree in Accounting from an accredited University plus five (5) years experience as a Management Accountant
- Other Relevant qualifications
CIMA (Cost and Management Accountant)
ACA (Chartered Accountant)
CIPFA (Public Finance Accountant)

Knowledge

- Knowledge of budgeting and budgetary control techniques.
- Strong all round management accounting skills
- Knowledge of computerized accounting systems and procedures.

Skills/Abilities

- Strong analytical and modeling skills
- Good communication and influencing skills to the Director level
- Ability to work unsupervised and deliver high quality work to tight deadlines