

<b>GPL-FIN-JMA/4</b>	<b>OUTPUT FOCUS JOB DESCRIPTION</b>		<b>FINANCE ACCOUNTING</b>
<b>Position: Financial Accountant</b>	<b>Grade: JMA</b>	<b>Incumbent:</b>	<b>Reports To: Chief Accountant</b>
<b>Manages: Senior Supervisor</b>			

**JOB PURPOSE:** Under the guidance of the Chief Accountant, the incumbent is responsible for developing and implementing measures to efficiently and accurately prepare and submit monthly financial statements.

**KEY OUTPUTS:**

1. **Financial Statements**
2. **Audit Schedule**
3. **Bank Credit Report**

**KEY RESPONSIBILITY AREAS:**

1. Ensure that the statutory financial statement is prepared on a timely basis and are in conformity with the requirement of the law and International Financial Reporting Standards (IFRS).
2. Maintain and enhance Financial Policies and Procedures, in compliance with best International Accounting Standards, throughout the Company.
3. Prepare Quarterly Bank Credit Report.
4. Orient, mentor and coach subordinate staff in an effort to aid their development of the requisite job skills.
5. Participate in periodic reviews of strategies and procedures that will ensure that all financial and commercial activities are undertaken in full compliance with the provisions of the Electricity Sector Reform Act 1999 and the Standard Terms and Conditions for Electric Services.
6. Participate in the reviews aimed at ensuring that Company Financial Policies and regulations are observed and authorized personnel function within the limits of their authority.
7. Administer and dispense discipline in keeping with the Disciplinary Policy/Procedure.
8. Enforce strict compliance with the requirements of the safety and health legislation, regulations and contractual obligations Promptly investigate and make recommendations through written reports with respect to infractions of Safety and Health regulations
9. Ensure that the environment and area under control is kept clean and tidy.
10. Conducts continuous assessment and monitoring of staff work performance and development, taking steps to correct poor work performance.
11. Assist in setting performance targets, evaluating performances and identifying the training needs of subordinates.
12. Assist in organizing and managing Interim and Final Audits
13. Liaise with various departmental heads.
14. Perform other duties that may be assigned to you within the scope of your employment, from an Authorized Officer.

**Required Competencies**

Core/Leadership	Skill Level & Importance		Description/Behaviours
ADAPTABILITY & MANAGING CHANGE	H	3	<ul style="list-style-type: none"> <li>➤ Takes personal responsibility for putting new knowledge or skill to practical and/or innovative use on the job</li> <li>➤ Promotes the benefits of a proposed change</li> <li>➤ Makes/recommends changes to work processes or systems to improve business results.</li> <li>➤ Remains focused on the desired outcome to help self and others implement change</li> </ul>
COMMUNICATION	H	3	<ul style="list-style-type: none"> <li>➤ Tailors the content of speech and written communication to suit the level, cultural background and experience of the audience</li> <li>➤ Communicates complex issues clearly and credibly with widely varied audiences.</li> <li>➤ Clearly expresses ideas using both written and oral communication.</li> <li>➤ Uses appropriate grammar and vocabulary.</li> <li>➤ Uses a respectful tone, appropriate eye contact, gestures and other body language.</li> </ul>
DECISION-MAKING	H	3	<ul style="list-style-type: none"> <li>➤ Aligns decisions with organizational goals, direction, ethics and values.</li> <li>➤ Anticipates obstacles and thinks ahead about steps.</li> <li>➤ Monitors impact and effectiveness of decisions.</li> <li>➤ Collects readily available information relative to the decision.</li> <li>➤ Makes complex decisions for which there are no set procedures.</li> </ul>
FINANCIAL RESPONSIBILITY	H	2	<ul style="list-style-type: none"> <li>➤ Understands the current costs of work processes and programs</li> <li>➤ Balances cost versus benefit in taking action or making cost related decisions.</li> <li>➤ Monitors to ensure the efficient and appropriate use of resources.</li> <li>➤ Identifies wasteful practices and opportunities for improvement.</li> </ul>
RESULTS ORIENTED	H	2	<ul style="list-style-type: none"> <li>➤ Measures progress against targets.</li> <li>➤ Seeks to understand reasons for obstacles and to find innovative ways to overcome.</li> <li>➤ Acknowledges the work and contribution of others.</li> <li>➤ Is persistent in achieving improved results.</li> </ul>
SAFETY	H	2	<ul style="list-style-type: none"> <li>➤ Proactively thinks about his/her safety and the safety of others.</li> <li>➤ Adheres to all safety rules and procedures on the job.</li> <li>➤ Confronts others about safety concerns and/or violations.</li> </ul>
TEAMWORK	H	3	<ul style="list-style-type: none"> <li>➤ Addresses conflicts or issues within the team in a positive and open manner.</li> <li>➤ Provides clear feedback to team members.</li> <li>➤ Uses understanding of different interests and agendas to achieve positive outcomes.</li> <li>➤ Engages others in collaborative problem solving, encouraging them to share their ideas and opinions.</li> <li>➤ Is open, sincere, and empathetic in dealing with all individuals and in all circumstances.</li> </ul>
LEADING AND DEVELOPING OTHERS	H	3	<ul style="list-style-type: none"> <li>➤ Encourages an environment that fosters mutual support.</li> </ul>

			<ul style="list-style-type: none"> <li>➤ Gives specific feedback and expresses expectations for future performance.</li> <li>➤ Encourages and acts upon feedback to self.</li> <li>➤ Provides guidance, counsel, direction, and assistance to employees.</li> <li>➤ Recognizes employee development needs and opportunities, provides on-going feedback and coaching.</li> </ul>
VISIONING & STRATEGIC THINKING	H	3	<ul style="list-style-type: none"> <li>➤ Works with teams to set programs, operational goals and plans in keeping with the strategic direction, standards &amp; code of ethics.</li> <li>➤ Identifies potential future directions for work area in line with vision.</li> <li>➤ Monitors commitment and enthusiasm and responds appropriately.</li> <li>➤ Foresees obstacles and opportunities and acts accordingly.</li> <li>➤ Expresses confidence in others' ability to make a meaningful contribution.</li> <li>➤ Involves others in understanding the group's role in realizing the corporate vision and celebrates the group's contribution to the shared vision.</li> </ul>

### Technical/ Functional Competencies

Technical/Functional	Skill Level B, W, A,E	1,2,3,4
• Strong Ethics	A	3
• Data Analysis	W	3
• Knowledge of Regulations and Laws in Accounting	A	3
• Oracle Financial Knowledge	W	3
• Up to date Technology expertise	W	3

### MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Certified member of any global body for professional accountants (ACCA, CIMA, CPA or any other internationally recognized body ) with ten (10) years' experience five (5) of which must be in a supervisory level

**OR**

2. BSc. Degree in Accountancy from the University of Guyana or A.C.C. A Fundamental level with fifteen (15) years' experience ten (10) of which must be in a supervisory level

#### Legend:

<b>H:</b>	High Requirement. Required performance could not be achieved without demonstration of this competency.
<b>M:</b>	Medium Requirement. Required performance would be difficult to attain without demonstration of this competency.
<b>L:</b>	Low Requirement. Required performance is not dependent on demonstration of this competency.
<b>I,II,III,I V:</b>	The skill level required for effective performance. Skill levels are defined in the Competency Model
<b>*</b>	If a formal leader, all leadership competencies will apply. A formal leader is primarily responsible for the leadership and/or supervision of others. Duties are generally different than the duties of the others in the group.
<b>B:</b>	Basic – Brief, general familiarity. Understanding of where knowledge can be applied, but limited on-the-job application.



<b>W:</b>	Working – Detailed familiarity and understanding. Proficient in applying the knowledge and skills for regular job requirements.
<b>A:</b>	Advanced – Comprehensive understanding (in-depth familiarity with fine points). Able to handle complex or non-routine applications.
<b>E:</b>	Expert – Comprehensive and conceptual understanding. Expert, “go to” resource, can handle highly complex problems or situations.

**This document is validated as an accurate and true description of the job as signified above.**

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Employee Sign Date

\_\_\_\_\_  
Supervisor Sign Date

\_\_\_\_\_  
Head of Department/Division Sign Date

\_\_\_\_\_  
Date received in Human Resource Division

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Date Created/revised