



## **TERMS OF REFERENCE**

Accountant  
2019/41

G.P.L invites applications from suitably qualified candidates to fill the vacant position that of **Accountant** – within the **Procurement Department** –**Main Street, Georgetown.**

Under the general direction of the Procurement Manager, the incumbent will be responsible for providing procurement and administrative support to the Procurement Manager.

### **JOB DESCRIPTION**

1. Prepares and monitors Investment Agreement, Procurement Plan and all other relevant documents required by Regulatory Agencies.
2. Certifies payments made to local and foreign fuel suppliers.
3. Assists in the preparation and monitoring departmental budget.
4. Prepares suppliers' payment reconciliations as required by the Finance Department and/or Senior Management.
5. Prepares financial analysis/business cases as required for purchase justification.
6. Maintains a system for tracking KPIs relative to RFPs and Pos and generate reports as required.
7. Assists the Procurement Officer in making professional procurement decisions in a fast-paced environment as it relates to Tender Board's regulations and procedures taking into account relevant Laws and Policies for procurement of goods and services.
8. Reviews and analyzes financial aspects of Contractual Agreements between GPL and vendors/suppliers to ensure accuracy.
9. Maintains records of all financial analysis and other important data and ensuring that data is securely backed up.
10. Assists in the preparation of Expression of Interests, Tenders and Contract Agreements.
11. Keeps abreast of changes in procurement best practice and legislative compliance.
12. Establishes parameters for compliance with internal control procedures.
13. Ensures compliance with all Health and Safety regulations.

## **JOB SPECIFICATION/QUALIFICATION(S) AND EXPERIENCE:**

1. Bachelors of Social Science degree in Accounting with at least five (5) years experience in a similar Management role in an industrial environment.

**OR**

2. ACCA Level III with at least three (3) years experience in a similar Management role in an Industrial environment.

**OR**

3. **Alternatively** Ten (10) years experience in a similar management role in an industrial environment.

## **Emoluments commensurate with qualification & experience**

## **KNOWLEDGE/ SKILLS/ ABILITIES:**

### **COMPETENCE PROFILE:**

#### **Core**

- Communication
- Results Oriented and Project Management
- Teamwork
- Applying Learning
- Financial Responsibility and Value Creation
- Adaptability and Ability to Manage Change
- Safety

#### **Functional/Technical**

- **Goal Focus.**
- **Ability to establish and administer contracts.**
- **Accurate and precise attention to detail.**
- **Ability to work well with management and staff at all levels.**
- **Proficient in the use of local purchase and customs requirements regulations and purchasing software**
- **Sound knowledge of procurement procedures and systems.**
- **Conversant with International Ship and Port Facility Security Code, Occupational Safety and Health Act Chapter 32 of 1997.**

Applications should be submitted to the Deputy Human Resources Manager, Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than July 23, 2019.