

HOUSING AGENCY OF JAMAICA LIMITED

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Assistant Accountant (Project Accounting)		
DEPARTMENT:	Finance		
DIVISION	Finance, MIS, and Information		
POST:	280206		
GRADE:	E	BAND:	POINT:

Job Purpose:

Under the general direction and supervision of the Project Accountant, the Assistant Accountant (Project Accounting) is responsible for preparing financial documentation and overseeing activities related to cost and financial accounting for project development and sales. This role also contributes to the preparation of financial statements and monthly management reports. The Assistant Accountant is further expected to provide support in the absence of the Project Accountant, whether planned or unplanned, and to offer assistance as required in response to operational needs.

Key Outputs:

1. Project Accounting and Reporting
2. Reconciliations and Financial Integrity
3. Joint Ventures and PPP Accounting
4. Sales Accounting and Control
5. Bank and Unallocated Deposit Reconciliations
6. Review, Validation and Supervision
7. General Ledger and Financial Reporting
8. Audit Preparation

Key Responsibilities:

Project Accounting

- Prepares the project expenditure control sheet with all transactions by project every month, ensuring accuracy by project.
- Check and approve the coding on project transactions for input to the computer system.
- Perform control checks on the computerized project ledger.
- Approved contractors levy a monthly report as prepared by reporting staff for payment, ensuring they are paid by the 14th of each month.
- Prepare project cost statements for each active Greenfield Project (new developments) in the format required by the Technical Services Division.
- Coordinate the preparation of project cost statements for active Brownfield Projects (older developments).
- Investigate as is necessary and respond to the Technical Services Division on any project queries.

Reconciliations

- Reconciles the loan accounts in the General Ledger (GL) with the statements from the lending institution, emphasizing the construction loans with no reconciling items carried for more than one (1) month.
- Reconciliation of Project General Ledger accounts for the Sales System.

Joint Ventures and Public-Private Partnerships (PPP)

- Attend and participate in joint venture meetings (where necessary).
- Reconciliation of current Greenfield Projects and future developments Collections to the Joint Venture Escrow Account.
- Prepare Collection Schedule for Payment to Joint Venture Partner.

- Preparation and Updating of the Revenue Allocation Statement to facilitate payment to the Joint Venture Partner and HAJ.

Sales Accounting

- Prepare separate Sales collection control sheets for Greenfield and Brownfield Projects daily from the source documents and agree with the daily cash reports.
- Provide the accounting clerk with the data to input into the computerized sales system for the previous day by noon daily.
- Prints and verifies the monthly collection report from the Sales System and dispatches it to the Sales Department by the fifth (5th) working day after the month end.
- Coordinates the sales collection report for schemes not on the Sales System and dispatches them to the Sales Department by the 5th working day after the month end.
- Prepare the table for Sales Collection Report as required by the Project Accountant for the monthly Accountant's report by the 5th working day following the month end.
- Update Greenfield and Brownfield Projects Deposit Listing with Customer Payment daily
- Update the Sales System with Customer Payment daily.
- Prepare Cash Journal in the Absence of the Accounting Clerk.
- Prepare Statement of Account for Projects.
- Check and Approve Statements of Accounts for Projects.
- Checks Vouchers for Payments to Suppliers.

Unallocated Deposits

- Maintains the unallocated accounts, investigates, and clears the entries monthly.

Bank Reconciliations

- Prepares the bank reconciliation for the accounts agreed every month and ensures that the differences are cleared immediately.

Authenticate and Approve

- Validate and approve the work of reporting staff, including the sales sub-ledger, small bank reconciliations, and the returned cheque general ledger account.

General Ledger Reconciliations

- Execute the Running of the General Ledger as assigned.
- Preparation for the Financial Statement.
- Reconciles/analyses general ledger accounts as assigned.
- Prepare Adjusting Journals

Audit Schedules

- Prepare audit schedules as assigned.

Others:

- Deputized for the Project Accountant in periods of planned or unforeseen absences.
- Participates in the annual operational target-setting exercise for the Department.
- Perform other professionally assigned duties that may be assigned by the Senior Manager
- Participate in the Agency's Committees (where necessary).
- Adhere to and administer the Agency's rules and regulations.

Required Knowledge, Skills, and Competencies:

Core:

- High confidentiality and accuracy
- Competent IT Skills, particularly proficiency with spreadsheet software
- Excellent Time Management Skills
- Excellent planning and organizing skills.
- Excellent knowledge of GOJ accounting principles, guidelines, and laws.
- Working knowledge of Accounting Software

Technical:

- Knowledge of Accounting Practices
- Proficiency in Accounting Software
- Ability to Prepare Financial Statements
- Knowledge of General Accounting and Business Practices
- Ability to Analyze Financial Data
- Strategic and Critical Thinking Skills
- Accounting and Financial Organizational Competencies
- Excellent Time Management Skills

Minimum Required Qualification and Experience:

- B.Sc. in Accounting or Finance or
- ACCA Level (II) or currently pursuing CPA or
- Excellent understanding of cost accounting concepts
- Proficiency in accounting software packages, including MS Dynamics General Ledger
- Sound knowledge of accounting standards and internal controls
- At least four (4) years' relevant accounting experience.
- One (1) years' experience in cost accounting would be an asset.

Special Conditions Associated with the Job:

- Holder of a valid General Driver's License and a Motor Vehicle in good condition
- Travelling is a requirement.
- Working beyond the normal work hours assigned
- Maybe required to work on weekends.

Effort – Physical Demand

- Normal physical demand is required.
- The ability to travel out of town to conduct site visits, etc.
- Some exposure to the sun

Effort – Mental Demand

- To keep abreast of changes in the relevant field
- To meet regular and ad hoc reporting deadlines

Working Conditions:

- Eighty percent (80%) of the time spent in the office
- Twenty percent (20%) of the time is spent travelling locally.

Equipment Usage:

- Network Computer and/or Agency Laptop
- Telephone Devices (desktop and mobile)
- Printers, Scanners, Copiers, and External Drives, etc.
- Projector and Multimedia
- Binding and Laminating Machines
- Camera and media-related equipment

Reporting Relationship:

Reports To: Project Accountant

Nature of Supervision received:

- GOJ's Accounting Standards
- International Financial Reporting Standards (IFRS)
- Agency's Financial policies and procedures.

Supervision Given To:

- None

Nature of Supervision Given:

- None

Liaises Internally with:

- All members of staff

Liaises Externally with:

- Contractors and other suppliers of project goods and services
- All Financial Institutions
- The Ministry of Finance and the Public Service
- External Auditors
- The National Housing Trust

Authority:

This position has the authority, within the boundaries of the HAJL's and the government's respective policies and procedures, to:

- Respond to Contractor's Queries
- Respond to the financial institutions' queries.
- Check the accuracy of documentation received in accordance with accounting principles and good internal control, and refuse to process if irregular.
- Approve cash journals.
- Approve general ledger journal vouchers for the amounts of Two Million Dollars (\$2,000,000.00)
- Approve Sales Statements

Performance Standards:

Performance is deemed satisfactory to the extent to which the following key outputs meet the established standards:

- Project costs have been allocated to the correct project.
- Project cost statements, including the actual and feasibility budget, for active Greenfield Projects are submitted to the Technical Services Division in standard time determined by the Finance Management from time to time.
- Active participation in project work groups
- Oversee the accounting processes required to ensure that the Contractor Levy payments are completed and paid over before the 14th of each month.
- All loan accounts are reconciled monthly, with the difference being cleared within a month.
- Sales subledger is accurate and balanced to the General Ledger monthly.
- Sales Statements are accurate.
- Bank Reconciliation is completed with the differences cleared monthly.

Agency Declaration:

Please note that Housing Agency of Jamaica Limited Executive Management reserves the right to revise and amend the Job Description when necessary to accommodate the needs of the business.

**THIS DOCUMENT IS INTENDED TO BE A GUIDE IN TERMS OF MAJOR OUTCOMES/ACCOUNTABILITY
OF THE PORTFOLIO SIGNIFIED ABOVE**

Document Validation:

Employee's Signature

Date

**Senior Manager,
Finance, MIS & Information**

Date

HR Representative

Date