

**INSTITUTE OF SPORTS LIMITED**  
**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	<b>Senior Accountant</b>
<b>JOB GRADE:</b>	<b>FMG/AT 3</b>
<b>POST NUMBER:</b>	<b>268321</b>
<b>DIVISION:</b>	<b>Finance and Accounts</b>
<b>REPORTS TO:</b>	<b>Manager, Finance &amp; Accounts</b>
<b>MANAGES:</b>	<b>N/A</b>

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW**

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Head of Division**

\_\_\_\_\_  
**Date**

**May 18, 2023**

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

\_\_\_\_\_  
**Date created/revised**

## **JOB PURPOSE**

Under the direction and supervision of the Manager of Finance & Accounts, the Senior Accountant will provide effective and efficient accounting support and supervision in the maintenance of financial records and the management of Petty Cash Imprest System. The incumbent will perform these duties in accordance with government guidelines and regulations and in accordance with the FAA Act.

## **KEY OUTPUTS**

- Journals & other financial data, prepared, analyzed and posted
- Payroll preparation statements appraised
- General Ledger maintained
- Statutory deductions paid and files maintained
- Travel Claims reviewed
- Financial forecast prepared and maintained
- Reports prepared
- Advice and technical support provided

## **KEY RESPONSIBILITY AREAS**

### **A. Management/Administration Responsibilities**

- Participates in the preparation of the Institute's annual budget;
- Keeps abreast of financial administration policies and procedures
- Attends meetings internally and externally as required;
- Assist in the preparation for Audit and Finance Committees meetings;
- Provides support in relation to internal and external Audit requests.

### **B. Technical/Professional Responsibilities**

- Prepares payroll preparation statements presents to the Manager for approval;
- Collates and analyses budgets to ascertain accuracy of and alignment to the Institute's strategic plans;
- Analyzes and posts Bank Reconciliation and Journal entries to the General Ledger;

- Prepares monthly financial reports and Annual Statutory returns;
- Assesses prepared invoices and statutory deduction payment records;
- Analyzes and validates requests made against approved payments and budget;
- Disburses statutory deduction payments and maintains statutory deduction files;
- Maintains General Ledger for accurate and efficient entries;
- Reviews Accounting Controls and Advice Management of weaknesses or variables;
- Participates in the preparation of Board reports'
- Prepares and maintains financial forecasts in consultation with the Manager, Finance & Accounts;
- Provide recommendations for improving internal controls and safeguards

**B. Human Resource Management Responsibilities**

- Develops and manages the performance of the unit and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff and initiating corrective action where necessary to improve performance;
- Promotes the building of institutional knowledge for the unit by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the division and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established human resource policies;

- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Collaborates with the Human Resource Management and Development Division in developing and implementing a succession planning programme to ensure continuity of skills and competencies in the division and personal development and career advancement of employees;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations;
- Conducts performance appraisals of staff supervised for required purpose and at required intervals.

#### **Other**

- Performs accounting checks at sporting events, as is necessary;
- Performs any other duty that may be assigned from time to time.

#### **PERFORMANCE STANDARDS**

- Payroll preparation statements accurately prepared and meets GoJ guidelines;
- The Institute's budget and other financial statements accurately prepared and analyzed in a timely manner and in accordance with GoJ guidelines;
- Financial data posted to the General Ledger are accurate and in keeping with established guidelines and regulations;
- Advice Management comprehensively reviewed for weaknesses or variables in accordance with established policies;
- Financial forecasts accurately prepared and maintained in accordance with the agreed financial management policies and standards;

- Statutory deduction payments timely disbursed and the statutory deductions files properly maintained;
- Reports accurately prepared and in keeping with established timeframe;
- Sound and prudent advice/recommendations are provided and in keeping with established guidelines and regulation;
- Staff effectively supervised and performance appraisals conducted timely and accurately;
- Confidentiality and integrity are exercised;
- High ethical standards are maintained in the conduct of professional and personal business;
- Harmonious relations are maintained with staff members and external contacts.

## LIAISON

### INTERNAL CONTACTS:

Position Title	Purpose of Communication
Manager, Finance & Accounts	To receive guidance and provide information
Unit Heads	To obtain/share information and collaborate on work initiatives
Accounting Technician/Clerk	To obtain/share & for collaboration

### EXTERNAL CONTACTS:

Position Title	Purpose of Communication
Accountant General's Department	To provide and receive information
Ministry of Finance and the Public Service	To provide information and receive guidance
Other Stakeholders	To obtain/share information and collaborate on work initiatives

### REQUIRED COMPETENCIES

#	Functional/Technical Competencies	Level
1	Sound knowledge of the general operations of the machinery of the Government of Jamaica (GoJ), especially the Financial Administration and Audit (FAA) Act;	
2	Sound knowledge of the public sector budget preparation, administration, and financial accounting	

3	Sound knowledge of relevant software applications (FINMAN system, etc) and skilled in financial modelling techniques	
4	Customer and quality focus	
5	Proficiency in use of Microsoft Office Suite and other relevant computer applications and systems to include accounting software	

#	Core Competencies	Level
1	Oral and written communication skills	
2	Analytical Thinking	
3	Accountability	
4	Teamwork and cooperation	
5	Time management	
6	Integrity	
7	Interpersonal skills	
8	Confidentiality	

#### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- AAT Level 3 **or**;
- ACCA-CAT Level 3 **or**;
- ACCA Level 1 **or**;
- Diploma in Accounting from a recognized University **or**;
- Associate of Science Degree in Accounting, MIND, **or**;
- Diploma in Government Accounting, MIND **or**;
- Bachelor's Degree in Accounting/Management Studies with Accounting or BBA from a recognized University.

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical office environment
- Required to stoop, reach & lift records
- There can be high pressure when deadlines are to be met
- Travelling may be required
- Maybe required to work beyond normal working hours

#### **AUTHORITY**

- Recommends new measures and procedures to enhance the organization's compliance capabilities
- Access to confidential information

- Recommend vacation leaves
- Approve departmental and sick leaves
- Recommend disciplinary action