

POSITION VACANT

Applications are invited for the post of Chief Accountant, Corporate Services Division.

Reporting to the Director, Corporate Services Division, the Chief Accountant is required to supervise the day-to-day operations of the Finance and Accounts Unit. This includes responsibility for the preparation and monitoring of the Institute's annual operating budget, preparation of financial statements, the maintenance of the Institute's accounting records and in resolving accounting and financial problems and/or issues.

Qualifications Required

First degree in Accounting or Finance or Level 2 ACCA or equivalent from an accredited College or University

Requisite Skills/Knowledge

- Knowledge of Government Accounting
- Knowledge of the FAA Act and the GOJ Procurement Guidelines
- Sound knowledge of principles, practices and methods of accounting and auditing
- Sound knowledge of Microsoft Office Suite, payroll and general ledger accounting systems for example, SAGE MAS200
- Ability to prepare varied financial statements reports and analyses
- Strong analytical and problem solving skills
- Excellent organizational and time management skills and the ability to effectively lead others
- Good oral and written communication skills
- Excellent supervisory skills
- Ability to work in a team environment and to interface with all levels of staff in the organization

Duties

- Direct the general day to day accounting activities of the Finance and Accounts Unit including establishing targets and performance standards
- Compile the Institute's annual recurrent and capital budget
- Verify the commitment requisitions submitted by Programme Managers to ensure that funds are available
- Make all payments on behalf of the Statistical Institute of Jamaica
- Ensure that proper internal controls and accounting practices are followed at all times including proper filing of all source documents
- Maintain the general ledger, reconcile the subsidiary ledgers and prepare the monthly Trial Balance
- Prepare weekly and monthly reports on undischarged commitments
- Prepare monthly Income and Expenditure statement and Balance Sheet for the Board and Management of the Organization
- Approve the monthly reconciliation of all bank accounts
- Prepare draft financial statements at the end of the financial year for audit by the External Auditors
- Prepare appropriate and timely responses to audit queries
- Prepare monthly cash projections for recurrent and capital heads for the Ministry of Finance and Planning
- Develop a procedures manual for the operations of the Finance and Accounts Unit
- Train employees in the performance of job duties and assist them in resolving accounting problems
- Assign and review work of staff of the Finance and Accounts Unit and ensure accuracy of the unit's output
- Any other duties assigned

Experience

A minimum of five (5) years experience in a senior accounting position, including supervisory experience.

Applications along with resumes should be submitted by Thursday, August 5, 2010 to:

**The Human Resource Manager
Corporate Services Division
7 Cecelio Avenue
Kingston 10
or h-r@statinja.com**



Statistical Institute of Jamaica

N. B. Only short-listed candidates will be contacted