JOB DESCRIPTION
PROJECT ACCOUNTANT
JURIST Project Management Unit

REPORTS TO: Project Director

POSITION OBJECTIVE:
The Project Accountant will be responsible for designing, establishing and implementing all of the necessary accounting systems required by Global Affairs Canada (GAC) to support the Judicial Reform and Institutional Strengthening (JURIST) Project. The Accountant will also provide financial advice to ensure that Project milestones are accomplished, and Project goals are successfully achieved.

KEY RESPONSIBILITIES AND DUTIES:

- Ensures that all the necessary financial and accounting systems are established to effectively support the Project and meet the reporting requirements of GAC;
- Assists in the preparation of budgets for Annual Reports, Project Workplans, Project Steering Committee meetings, and for other key documents to support the Project;
- Participates in multi-disciplinary working teams to ensure that Project components are appropriately supported and completed in a cost-effective manner;
- Maintains the effective operation of the Great Plains accounting software and processes all accounting transactions and reports via this software;
- Continuously checks the Canadian Treasury Board for updates which affect the Project Travel policy and update all Project staff on any changes;
- Implements effective internal financial and budgetary controls to support the progress of Project components;
- Manages Project cash flows (income, expenditure and fund transfers) in a timely and accurate manner;
- Prepares and submits financial reports, budgets, cost reports and financial forecasts on a regular basis in keeping with the CCJ’s accounting and reporting procedures;
- Investigates Project variances and submits variance reports to the Project Director;
- Prepares quarterly financial Project reports for the Project Director to support the GAC reporting requirements;
- Advises and supports local judiciaries in preparing reports on in-kind contributions;
- Advises and supports participating judiciaries on the Project’s financial and procurement regulations;
• Prepares monthly bank reconciliation reports with recommendations, where necessary;
• Documents every expense under the Project and maintains accurate financial records in the Great Plains accounting system;
• Processes all payments in various currencies (TTD, USD and CAD);
• Authorizes the transfer of expenses into and out of Project-related accounts.
• Carries out financial evaluation of tender proposals;
• Reviews terms for contractors and makes payments promptly;
• Reviews and approves supplier invoices related to all Project components;
• Reviews and approves the Level of Effort (LOE) time sheets for work related to the Project components and ensures information is recorded and maintained in the PMU’s accounting system;
• Reviews and processes travel expense requests related to the project to ensure compliance with spending authority and financial policies of GAC;
• Maintains proper filing system for easy retrieval of documents;
• Manages and maintains a proper system for the Project credit card;
• Processes all credit card payments promptly;
• Reviews all procurement of consultancies and equipment, ensuring strict adherence to procurement policies and guidelines;
• Closes out Project accounts upon Project completion; and
• Performs any other related duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

• Track record in designing and establishing financial operational systems and schedules for large Projects and/or to meet organizational needs;
• Excellent experience in the financial management and execution of large Projects;
• Strong analytical, financial reporting and presentation skills with the ability to present complex issues clearly and concisely;
• Ability to prepare budgets, financial reports, statements and projections;
• Competent in the use of Microsoft Dynamics Enterprises Resource Planning (ERP) system or a similar ERP system;
• Good knowledge and understanding of the region and regional organizations (including, but not limited to, National Judiciaries, CARICOM, OECS, CARIFORM);
• Ability to work independently, take initiative, set priorities and see Projects through to completion;
• Proven ability to prioritize in a demanding environment with multiple accountabilities, and tight deadlines;

• Ability to work co-operatively and flexibly with others;

• An understanding of Performance Management Frameworks (PMFs);

• Good understanding of Results Based Management (RBM);

• Good working knowledge of internationally accepted rules governing procurement of goods and services;

• Good communication (oral and written) and presentation skills;

• Good people skills; and

• Proficient in the use of different project management software and the Microsoft Office Suite.

MINIMUM TRAINING AND EXPERIENCE:

• Professional accounting qualification at the ACCA, CMA, CIMA level, or any other relevant qualification;

• A minimum of 5 years’ experience in accounting, auditing and/or financial management, and working at a management level in the Accounting field;

• Experience in managing donor funds and grants for development projects;

• Project management training and experience; and

• Any equivalent combination of experience and training.

APPLICATIONS

Applicants should submit the following:

• Detailed Curriculum Vitae with at least two references.

Deadline for proposals: May 15, 2020 - 4 pm AST

Applications should be sent via e-mail to jurist@juristproject.org with “PROJECT ACCOUNTANT” in the subject line and addressed to:

The Project Director
JURIST Project
c/o Caribbean Court of Justice
134 Henry Street,
Port-of-Spain.
Trinidad and Tobago.

* The position is based at the Caribbean Court of Justice (CCJ) Headquarters in Port-of-Spain, Trinidad and Tobago. The successful candidate will be offered a contract from July 1, 2020 to March 31, 2022.