

## **OFFICE OF THE PRIME MINISTER**

### **JOB DESCRIPTION**

#### **PROJECT ACCOUNTANT**

*(on terms and conditions to be determined by the Chief Personnel Officer)*

#### **JOB SUMMARY**

The Project Accountant is responsible for accounting for project expenditure on all projects, including reviewing and analyzing project cost data, assessing cost effectiveness of various aspects of projects, monitoring the progress of projects in relation to expenditure, investigating variances, ensuring that project billings are issued/paid and preparing financial and other statements to account for expenditure.

#### **REPORTS TO: Permanent Secretary**

#### **SUPERVISES:**

#### **DUTIES AND RESPONSIBILITIES**

- Create project accounts in the accounting system.
- Maintain project-related records, including contracts and change orders etc.
- Recommend the transfer of expenses into and out of project-related accounts.
- Review project proposal and cost to ensure value for money is attained.
- Review and approve overhead charges to be applied to a project.
- Review account totals related to project assets and expenses.
- Investigate project variances and submit variance reports to Project Executives and Permanent Secretary.
- Report on project profitability to the Permanent Secretary and other senior project officials.
- Report to senior executives on the funding available for projects.
- Oversee risk management for the project clearly identifying strategies for mitigating such risk.
- Consider and recommend all project-related billings by contractors.
- Investigate all project expenses billed by contractors.
- Respond to requests for more detail from contractors.
- Close out project accounts upon project completion.
- Create and submit reports related to projects.

- Compile information for internal and external auditors and senior executives as required.
- Provide timely progress reports on all project, clearly detailing milestones achieved, variances, expenditure, source of funds and outstanding payments.
- Perform additional assignments, as directed by the supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Expert ability in the use of the computer in word processing, spreadsheets and accounting software.
- A sound understanding of project procurement and the legislation governing procurement in the public service.
- Ability to exercise initiative and good judgement.
- Effective communication skills (both oral and written).
- Excellent research and analytical skills.
- Excellent interpersonal skills.
- Ability to provide independent advice on highly technical matters.
- Good planning and organization skills.
- Proven ability to delicately solve sensitive matters.
- Ability to establish effective relationships with stakeholders.
- Can network effectively within and without the organisation and relate well to individuals at all levels.
- Uphold ethics and values and act with integrity.

### **MINIMUM TRAINING AND EXPERIENCE**

- Possession of the Chartered Association of Certified Accountant (ACCA) or Certified Management Accountant (CMA) qualification;
- A minimum of five (5) years' experience in cost accounting or auditing;
- Experience in the field of Project Management will be an asset;
- Advance certification in Intermediate computer literacy, including experience in word processing, spreadsheets and accounting software.