



TERMS OF REFERENCE

ACCOUNTANT

OBJECTIVE OF WORK

The Chartered Accountant will provide National Conservation Trust Funds of Jamaica (NCTFJ) Limited with Professional services which in keeping with the request for Accounting and Taxation Support Services.

Responsibilities include managing the general accounting process, developing internal controls, recording transactions and producing timely and accurate financial reports. To assists in strategic and business initiatives to aid in the profitability of the organization.

Characteristics

Language of delivery:	English
Type of Engagement:	Service Contract
Period of Engagement:	12 months service contract
Administration of Contract:	Fund Manager
Remuneration:	The Accountant will be paid monthly fees based on the agreed work plan

SCOPE OF WORK

The Accountant is required to prepare the Trust's accounts under GOJ accepted standards and provide assistance to the Fund Manager in interpreting and managing the accounts. Generally, the Accountant will have the following specific duties as set forth herein and provide such explanation as the Board may require.

The Accountant's responsibilities **include**:

- preparing and recording all financial transactions;
- monthly bank reconciliations for the Fund Manager;
- preparing quarterly financial management reports for the Fund Manager and consolidated quarterly financial reports for the board of Directors by the first Thursday of every quarter

- assisting with the preparation of the annual budget and the monthly cash flows for the agency and donors as required;
- maintaining complete and accurate general ledger by coding of receipts and payment vouchers and ensure accurate posting of information to the general ledger;
- liaising with banks and investment companies through the Fund Manager's office;
- preparing staff payroll and all statutory liability payments monthly for approval;
- preparing documents requested by auditors for annual audit, liaising with the External Auditors to ensure timely and accurate completion of the audited accounts, and advise in management response to auditors, if necessary;
- providing the Secretariat with guidance related to any requirements of the Company regarding tax compliance.

EXPECTED OUTPUTS

The Accountant will be responsible for the delivery of all outputs as outlined below:

- A. quarterly and annual financial reports,
- B. monthly cash flow reports;
- C. schedules for annual audit;
- D. accurate records of all financial transactions, and;
- E. monthly payroll

QUALIFICATIONS

- A. Accounting designation ACCA/CA/CPA/CGA/MSc. Accounting.
- B. Registered Public Accountant or Chartered Accountant.
- C. At least three year's related working experience.

The Accountant should possess the following key competencies:

- A. knowledge of financial management principles and GOJ procurement guidelines;
- B. be experienced in the preparation of report;
- C. knowledge of the Charity's Accounting would be an asset
- D. have a good understanding of the project management environment;
- E. excellent time management and organizing skills; and
- F. possess computer skills including a working knowledge of Microsoft office suite and Quickbooks accounting software.