



LAND SETTLEMENT AGENCY

Unit : Corporate Services Unit

Position : Senior Accountant

Job Summary

To oversee the preparation of Financial Statements which include Balance Sheets and Income Statements, Journal Vouchers, Trial Balances, General Ledger Balances. Required to perform reconciliations, Fixed Asset & Depreciation schedules

Organizational Relationships

- Reports directly to the Chief Executive Officer
- Interfaces with other Divisions / Units
- Interfaces with personnel from the Ministry of Housing and Urban Development and other Agencies

Duties and Responsibilities

- Manage general accounting functions
- Work with a team for the implementation of the Solomon Accounting software package
- Manage revenue accounting and in particular Accounts Receivables with respect to client accounts
- Supervise the preparation of timely financial and management reports
- Prepare budgets and assist in the implementation of an approved budget
- Verify Monthly Reports prepared by junior staff

Qualifications, Training and Experience

- University Degree in accounting or Level 2 of the ACCA Professional Accounting Qualification.
- Excellent computer skills including knowledge of computerized financial information systems.
- At least five (5) years progressive financial experience.
- Excellent communication skills both verbal and written.
- Above average analytical and reasoning skills.
- Knowledge of generally accepted accounting principles.