

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

Post : **Accountant**
Reports to : **General Manager**

Qualifications : A pass at the final examination required for admission to membership of one the following bodies:

- (i) The Institute of Chartered Accountants of England and Wales.
- (ii) The Institute of Chartered Accountants of Scotland.
- (iii) The Institute of Chartered Accountants of Ireland.
- (iv) The Association of Chartered Certified Accountants.
- (v) The Chartered Institute of Public Finance and Accountancy.
- (vi) The Chartered Institute of Management Accountants.

Have at least three (3) years' post qualification experience.

Duties:

1. To be in charge of the Accounts Department and to be responsible for its day to day running;
2. To plan, monitor and evaluate capital projects;
3. To carry out feasibility studies and assessment of risks;
4. To forecast cash flows and loan management;
5. To advise management on all financial issues including projects;
6. To prepare draft annual Recurrent and Capital Estimates for Revenue or Expenditure, final accounts, financial/accounting abstracts and any other data on Revenue or Expenditure for inclusion in annual/periodical reports.
7. To maintain appropriate records of Revenue or Expenditure and any other record and ledgers in the accounting system of the Board.
8. To produce periodical reports on financial matters in regards to Revenue and Expenditure.
9. Assisting the Management of all departments in the preparation of budgets and longer-term financial plans;
10. Submitting summarized budgets to the Board of Directors for approval;
11. Ensuring that periodic returns are submitted to management showing current operating results and the financial position compared with budgets and past results;

12. Advising the General Manager in connection with the availability and control of working capital and cash resources;
13. Controlling the maintenance of such accounts and records as are necessary to:
 - a. Show the current position of all corporate financial transactions;
 - b. Prepare the monthly, quarterly and annual accounts for presentation to the Board of Directors;
 - c. Comply with the requirements of the relevant legislations;
14. Ensuring that all tangible assets are adequately insured and that the Board is properly insured against all possible liabilities for damages or losses;
15. Prepare monthly management reports and financial statements.
16. Liaising with and providing information to the External Auditors for timely preparation of audited accounts.
17. To perform any other duties related to the duties listed above.

07 January 2019