



# **National Irrigation Commission Limited**

## **FULL TIME, PERMANENT JOB OPPORTUNITY**

**Applications are invited from suitably qualified persons for the position of:**

### **PROJECT ACCOUNTANT**

#### **Job Purpose:**

Under the general direction of the Chief Accountant, the Project Accountant provides accounting and analytical services to manage and account for funds committed to capital projects to support execution of major irrigation projects being undertaken by NIC.

#### **Key Responsibilities:**

- ✦ Prepares monthly financial statements and reports;
- ✦ Provides strategic advice on all financial matters pertaining to the Projects;
- ✦ Interprets and applies accounting principles, standards and practice of the Government of Jamaica including the FAA Act and in keeping with the requirements of all relevant funding agencies;
- ✦ Prepares disbursement schedules and reconciliations with the General Ledger Project expenditure accounts
- ✦ Prepares all Funds Received reconciliations for the related Projects
- ✦ Monitors and reports on maintenance of payables, receivables, fixed assets and inventory records;
- ✦ Ensures the completion of Project close out reports in liaison with the Project managers;
- ✦ Completes Notification Certificate of Completion for Projects and applicable Journal entries for the General Ledger
- ✦ Validates payment requests prior to disbursements;
- ✦ Develops and manages financial systems/policies;
- ✦ Assists with the management of the external audit process to ensure compliance with statutory requirements;

- ✚ Guides the execution of the Projects Procurement Plan and strategy in keeping with Procurement procedures and guidelines of the Government of Jamaica and International Development Partners;
- ✚ Prepares audit schedules, statements and reports as may be required for review by the Internal auditor and or the appointed auditing firm as may be relevant;
- ✚ Prepares reports, presentations and submissions for Management meetings and Committees;
- ✚ Provides expert guidance and direction to Project Managers and Project Staff.

### **Minimum Requirements for the Position**

- Association of Chartered Certified Accountants (ACCA) Level 2 or Certified Public Accountant (CPA); OR
- Bachelor's Degree in Business Administration/Management with Accounting major;
- Minimum of five (5) years' experience in a senior accounting or financial management position;
- Sound knowledge of the FAA Act, PBMA Act, IFRS and International Auditing Standards;
- Experience with GOJ's procurement guidelines and procedures and those of international development partners;
- Knowledge and experience of Microsoft Dynamics Great Plains Accounting Software;
- Critical reasoning and analytical skills;
- Possession of reliable motor vehicle to facilitate travels as required.

We are inviting your application if you meet these requirements and if you are seeking a dynamic and supportive work environment. Please submit a cover letter along with a detailed resume no later than **April 15, 2025** to:

**The Manager, Human Resources & Industrial Relations**  
**National Irrigation Commission Limited**  
**P.O. Box 631**  
**Kingston 6**  
**Or email: [hr@nicjamaica.com](mailto:hr@nicjamaica.com)**

**Please note that only shortlisted candidate will be contacted.**