



<b>Job Description</b>	
<b>Job Title:</b>	Accounting Manager (AM)
<b>Department/Unit:</b>	Finance & Accounting
<b>Supervisor:</b>	Executive Director
<b>Salary Scale Level:</b>	5
<b>Last updated:</b>	March 2021
<b>Location:</b>	Belmopan City, Cayo

**Job Purpose**

The Accounting Manager is responsible for applying the principles of accounting by recording all financial transactions, analyzing financial information and preparing applicable financial reports by compiling information, preparing profit & loss statements and utilizing appropriate accounting control procedures in the Finance Department of PACT. The position is also ultimately responsible for the accountability framework and specifically, the budget development and management of accounting functions at PACT. It is also required to provide overall oversight for the collection, use, management and tracking of revenues. As a member of the management team, the incumbent will be frequently required to generate and submit financial reports from both the finance and accounting functions and deliver technical explanations of contents to senior management and the Board of Directors. The AM will also work closely with the Executive Director and the Finance & Audit Committee to provide timely and robust advice on financial matters to the organization. Overall, the post is responsible for PACT's financial well-being and stability.

- General Job Responsibilities and Indicative Level of Effort**
- **Financial Management Oversight (45%)**
  - **Financial Analysis and Report Preparation (35%)**
  - **Personnel Supervision (10%)**
  - **Budget Preparation (5%)**
  - **Senior Management Liaison (10%)**

### **Specific Job Responsibilities:**

- Establish and monitor an appropriate Trust Fund accounting system;
- Identify and implement recommendations for the improvement of financial system processes;
- Deliver high-level accounting service by coordinating and directing accounting activities on a daily basis;
- Plan, direct, supervise, and coordinate work activities of direct reports to ensure that they are in accordance with the department's annual work plan and PACT's Strategic Plan;
- Ensure compliance with PACT's Accounting Policies and Procedures, AML, Prohibited Practices etc. internationally established standards, and local applicable laws;
- Manage the preparation of annual operating budgets with input from the Management team;
- Monitor and report on the status of expenditures, cash flow, and budget performance;
- Benchmark operating cost and design strategies to create and improve efficiencies;
- Establish, implement, and improve internal financial controls;
- Ensure the availability of funds to meet ongoing operational and capital investment requirements;
- Oversee the fiduciary management services provided by PACT for external third parties;
- Internally and externally coordinate audit preparation for PACT and third party projects/programs including preparing Terms of References;
- Coordinate the preparation of all interim financial reports including annual financial report on the Conservation Investment Program and third party projects' financial reports/statements;
- Perform investigative research and analysis as directed;
- Plan and direct accounting support to project consultants delivering fiduciary management activities;
- Perform backup of the accounting system in accordance with established procedures;
- Prepare and present annual tax reports and ensures reconciliation with the respective tax authorities;
- Secure clearances from Income Tax Department and Ministry of Finance as required;
- Calculate and record endowment contributions and severance payments;
- Record depreciation and ensure the fixed assets schedule is prepared and updated properly;
- Direct and monitor the maintenance of the filing system for accounting source documents;
- Oversee the collection of PACT revenues from collection centers/agents;
- Oversee reconciliation processes;
- Oversee the petty cash account and approve replenishment;
- Oversee bank liaising relating to wire transfers and other banking transfers;
- Oversee the restoration of accounting or documentation problems and discrepancies;

- Report to the ED on a regular basis and make recommendations where applicable;
- Establish and maintain effective communication and coordination with personnel and with the ED;
- Assist in the production of PACT's Annual Report;
- Supervise the Assistant Accountant and the Project Accountant/Clerk;

## Competency Requirements

To perform this job successfully, the incumbent must be able to perform each essential duty satisfactorily. The requirements that follow are representative of the knowledge, skills and/or abilities required.

### **Education and Qualifications**

- Master's degree in Accounting and
- Relevant qualification and certification - Chartered Professional Accountant (CPA) and/or Association of Chartered Certified Accountants (ACCA) (Preferred)

### **Work Experience**

- A minimum of five (5) years of related professional experience;
- Previous supervisory experience in an accounting unit is necessary and;
- Previous experience in auditing.

### **Knowledge**

- High level of mathematical knowledge;
- Knowledge of all basic accounting principles - Generally Accepted Accounting Principles (GAAP)- and global accounting sector best practices;
- Knowledge and understanding of International Financial Reporting Standards (IFRS);
- Strong knowledge of financial analysis and forecasting and
- Ability to prepare complicated financial reports and core financial statements such as balance sheets and profit and loss statements.

### **Skills**

- Strong quantitative analysis skills;
- Strong organizational skills;
- Ability to foresee risks and allow for contingencies when planning;
- Strong attention to detail;
- Excellent problem solving skills;
- Strong written and verbal communications skills;

- Excellent oral presentation skills;
- Ability to work under pressure and meet required deadlines;
- Very good leadership abilities;
- Ability to delegate effectively;
- High level of adaptability to deal with emergent work challenges;
- In-depth technical proficiency using QuickBooks accounting software and
- In-depth technical proficiency using Microsoft Office productivity software suite (Word, Excel, Access).

### **Behaviors**

- Highly self-motivated with high levels of initiative;
- Highly detail oriented;
- Highly analytical;
- Trustworthy;
- Strong sense of precision;
- Highly collaborative;
- Strong sense of accountability and
- Inquisitive.

### **Working Environment**

The Accounting Manager will have his/her own office space and will be equipped with standard office equipment. The position is required to work a standard work week (40 hours); however, there may be times when he/she will be required to work evenings, weekends, and overtime to accommodate activities that are directly related to PACT.