

## NATIONAL TRAINING AGENCY

### NOTICE OF VACANCY FOR THE POSITION OF ACCOUNTANT

The NTA is seeking to recruit a candidate for the position of Accountant.

#### **JOB OBJECTIVE**

Reporting to the Chief Executive Officer, the Accountant will be responsible for all financial management, disbursement, accounting and audit related matters, and the provision of financial services for the NTA.

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#### ***KEY FUNCTIONS AND DUTIES***

- a. Ensures the maintenance of proper records of all transactions relating to income and expenditure, local and international, based on NTA adopted accounting standards (IFRS).
- b. Prepares Journal Entries for input in the General Ledger
- c. Reviews, implements, and adapt new and existing financial systems and controls.
- d. Processing of payment requests and maintaining of internal control system for handling and processing of all payment transactions.
- e. Preparation of reports including reconciliation and journal reports, balance sheet journal, quarterly financial reports and annual financial statements;
- f. Prepares quarterly management financial reports based on NTA's adopted accounting standard.
- g. Prepares financial reports and other reports to donors and other external stakeholders.
- h. Recording, verification and maintenance of the NTA's fixed assets schedule.
- i. Responsible for the preparation of Budget/Cash Flow projections under the supervision of the CEO.
- j. Preparation of disbursement requests.
- k. Recording and verification of fixed assets.
- l. Ensures that all accounting records are made available for auditing.
- m. Evaluates and prepares project proposal costing.
- n. Prepares payroll and ensure accurate statutory deductions.
- o. Preparation of requisitions for office and general supply purchases.
- p. Ensuring that bank statements are received monthly by the due date and reconciled.
- q. Maintaining regular contact with management and staff to obtain and convey information and/or correct transactions.
- r. Keeps management informed of area of activity and of any significant problems
- s. Attendance and participation in meetings as is required.

## REQUIREMENTS

- A degree in Accounting/ Finance  
or
  - A degree in Business/Management from a recognized institution or the CAT (Certified Accounting Technician) Qualification.  
or
  - Must have completed at least intermediate level of a professional accounting designation (ACCA, CGA, CPA)
  
  - A minimum of five (5) years general accounting experience.
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**The deadline for submission of applications is January 11<sup>th</sup>, 2020. Applications should be sent to [executive@grenadanta.gd](mailto:executive@grenadanta.gd) and addressed to:**

The Chief Executive Officer  
National Training Agency  
Belmont Rd.  
St. George's,  
Grenada