

**GOVERNMENT OF GUYANA – BUREAU OF STATISTICS  
POSITION DESCRIPTION ---MANAGEMENT**

<b>POSITION TITLE:</b>	CHIEF ACCOUNTANT	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><b>SALARY SCALE:</b></td> <td style="width: 50%; text-align: center;"><b>BS - 9</b></td> </tr> </table>	<b>SALARY SCALE:</b>	<b>BS - 9</b>
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<b>REPORTS TO:</b>	HEAD: FINANCE			
<b>AGREED TO:</b>	.....			
<b>APPROVED BY:</b>	.....			
<b>DATE EFFECTIVE:</b>	.....			

**1. ACCOUNTABILITY OBJECTIVES:**

The Chief Accountant is responsible for effectively co-coordinating and managing the financial functions of the Bureau of Statistics by ensuring that there is adherence to sound accounting principles and procedures and also by implementing proper systems of financial reporting and internal controls, all in accordance with Government’s Financial Regulations.

**2. DIMENSIONS OF POSITION:**

**A. NATURE AND SCOPE:**

The Chief Accountant implements financial and budgetary policies for the Bureau of Statistics in accordance with government’s Financial Regulations and advises the Chief Statistician, Head: Finance and other Senior Management in these areas. The incumbent is required to consult with the Head: Finance for budgetary purposes and coordinates the preparation of salary budgets.

The Chief Accountant supervises subordinate Finance staff and assist in ensuring that the required accounting systems and procedures of internal control are in place and makes recommendations for the necessary training to be provided to maximize effectiveness. The Chief Accountant must ensure that adequate and required accounting records are maintained and available to be submitted for auditing in a timely manner in accordance with the requirements of Government financial regulations and the funding agencies where appropriate.

The Chief Accountant is required to assist in the monthly and quarterly compilation of

analytical reports with a view to identify achievements and highlight problems that requires appropriate action to be taken by the Bureau and/or funding agencies.

The incumbent is required to possess excellent communication skills and is expected to regularly communicate with subordinates, other internal staff and external customers including Consultants, Donors, Contractors, Government and other external agencies on accounting matters.

The Chief Accountant supervises the process for approving and effecting payments in accordance with work certified as being satisfactorily done.

**B. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE:** (These statements identify specific activities necessary to attain the overall objective while not precluding the position holder from carrying out other related duties that may be inherent in the position)

**Represent** the Chief Statistician together with the Head: Finance at meetings relating to accounting and financial matters, authorizing expenditure and payments up to a stipulated amount, certification of pay sheets, preparation of status and annual reports.

**Assists** in the preparation of the annual budget for the Bureau with the Chief Statistician, Head: Finance and other Senior Management; monitor and control expenditure in keeping with the budget.

**Facilitate** the internal auditing of the Bureau's account and financial statements and arrange for the operations of external audits by the State Auditors.

**Implements** accounting systems to provide accurate records of the Bureau assets, liabilities and financial transactions; uses computerization in order to increase the efficiency of these systems.

**Ensures** that proper records and accounts are maintained and sound financial principles, policies and control are complied with in accordance with Government's Financial Regulations.

**Assists** the Head: Finance in answering audit queries and responds to various correspondence.

**Assists** in the preparation of annual performance appraisal of staff directly supervised on the basis of their specific contributions in attaining set objectives.

**Recommends** accounting staff for adequate and appropriate levels of training in the required professional competencies.

**Ensures** that deadlines are kept by the Finance Department and all financial reports and records are submitted on time.

**Collates** inputs from subordinates for submission to Head: Finance with regards to the preparation of an annual report on the Department's activities and achievements; assists in

the preparation of other periodic reports as necessary or when requested.

**C. RESOURCE MANAGEMENT (PERSONNEL SUPERVISED BY THIS POSITION):**

The Chief Accountant is required to supervise sixteen (16) or more members of staff exercising normal supervision of work. Planning activities would be of a medium term range.

**DIRECTLY**

Accountants  
Assistant Accountants

**INDIRECTLY**

Senior Accounts Clerk  
Accounts Clerk II

**D. PRINCIPAL EXTERNAL RELATIONSHIP:** (The incumbent relates to the following external agencies/functionaries in pursuing accountability objectives)

- Other Government Ministry/Agencies, such as the Ministry of Finance, Central Tender Board, Guyana Revenue Authority and so forth
- Contractors, Consultants (local) and other members of the public seeking payment for services rendered
- Auditor General
- External Auditors
- Commercial Banks

**E. WORKING CONDITIONS:**

Normal office conditions: 8:00 am - 12:00 noon, 1:00 p.m. - 4:30 p.m. from Monday to Thursday and 8:00 am - 12:00 noon, 1:00 p.m. - 3:30 p.m. on Friday. May be expected to work late whenever the need arises.

**F. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:**

A Bachelor's Degree in Accountancy from a recognized University or its equivalent.

**PLUS**

A minimum of two (2) years' post-qualification experience as an Accountant or equivalent level.

A minimum of five (5) years pre-qualification exposure of which at least three (3) years must be at the level of Supervisor.

Must be familiar with Government Accounting and possess knowledge of the Fiscal Management and Accountability Act and rules that govern the National Procurement and Tender Board Act.

Must have excellent communication and sound interpersonal skills.

Must be proficient in Microsoft Office, especially Microsoft Word, Access and Excel and have knowledge of accounting software.