

**THE AUDIT OFFICE
SENIOR MANAGEMENT POSITION DESCRIPTION**

POSITION TITLE:	FINANCE AND ACCOUNTS MANAGER	POSITION CODE:	
REPORTS TO:	DIRECTOR, MANAGEMENT SERVICES	DIVISION:	FINANCE AND ACCOUNTS

I. ACCOUNTABILITY OBJECTIVE:

Responsible for providing technical and managerial leadership in planning, implementing and evaluating the financial resource systems for the **Audit Office**. Such systems include Financial/Cash Accounting and Management; Budgeting; Fixed Assets Management and the management of the Financial Management Information System.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Finance and Accounts Manager** is responsible for the strategic management of the total financial resources of the **Audit Office** and the provision of technical and managerial leadership in the design, implementation, monitoring, functioning and review of an integrated financial system, servicing the needs of the **Audit Office**.

The Incumbent is responsible for ensuring that the financial planning, the development of proper systems of financial reporting and internal controls and the preparation, co-ordination and presentation of the annual Budget and Audited Financial Statements are conducted in accordance with the financial policies of the **Audit Office** and Statutory requirements.

The Incumbent participates in the formulation of financial policies and consults with the other Managers on the Quality Assurance for Financial aspects of each Division's work programme. The Incumbent is required to present budget proposals to the **Auditor General** and advise on financial issues including the availability of adequate cash resources.

The **Finance and Accounts Manager** determines and formulates strategies and policies as well as plans, directs and co-ordinates activities to strengthen the capacity for effective quality management in conformance with **Office's** Strategic, Medium Term and Operational Plans. Among the activities which fall under the scope of the **Finance and Accounts Manager** with respect to financial management are:

- Designing and implementing systems for general accounting, including Programme budgeting, analysing financial performance of the operations and estimating future expenditure in accordance with the IFMAS Program
- Preparing interim Financial Statements, including Balance Sheets and Income and Expenditure Statements;
- Applying principles of Financial Management, administrative processes and systems; cost management, control and evaluation; and of achieving organisational objectives in the preparation of Reports, financial policies, procedures and practices
- Ensuring the efficient management of cash resources;
- Reviewing accounting systems and procedures for prompt and full accountability for all financial transactions relating to receipts and payments;
- Designing and implementing value for money accounting procedures;
- Re-engineering financial processes
- Interpreting financial statements to prepare monthly financial reports, with ratio analysis, comparative analysis to show performance, and graphs to illustrate trends for PAC and the Senior Management Team.

The Incumbent is required to monitor the verification of superannuation benefits for retirees in the public service.

The **Finance and Accounts Manager** determines on an annual basis the "**Major Job Objectives**" for each Staff member of the Finance Work Programmes and identifies and discusses with subordinates the "**Key Results Areas**" to be used as determinants to their performance results on a quarterly basis.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:
(The incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

AREA/TITLE:

RESPONSIBILITY:

INTERNAL:

Director, Management Services	To discuss general policy guidelines for Financial Administration and Financial Statements; to provide support on financial issues to be presented to the Public Accounts Committee ; to discuss operating and capital budgets within the Audit Office ; to review and monitor budgets at Programme and Project levels; to review findings of audit; to plan implementation procedures regarding financial, operational, or administrative improvements; to assist in verifying accuracy and efficiency of procedures.
Executive Management Team	To discuss/review financial and accounting reports for the Audit Office ; to be advised with respect to financial policies; to confirm compliance with applicable laws and regulations; to present certified financial reports and statements.
Finance and Accounts Staff	To discuss the preparation/submission of Budgets, Financial Reports; to review monthly Expenditure of Votes Reports, Financial Statements, Statements of Balances; to discuss budgetary, accounting and other financial matters affecting operations and the financial requirements; to participate in decision-making likely to impact on the allocation of financial resources; to oversee implementation procedures of financial systems to allow for the efficient delivery of services and credit controlling.
Human Resource Manager	To discuss potential financial implications of changes in Staff, salary structure adjustments and benefits; to discuss monitoring procedures of Personnel and Administrative systems; to discuss work plans, procedures, personnel details such as wage and salary matters, filling vacancies, grievances, etc.; to advise on financial implications of conditions of service, entitlements and staff benefits, retirement, resignation and termination procedures and other administrative matters as well as Divisional expenditures to ensure that activity Managers are acquainted with financial systems and procedures; to ensure that correct measures are in place and complied with.
Information Technology Committee	To continuously monitor and review the computerisation of financial and accounting regulations, systems and procedures.
Financial Management Committee	To coordinate budget preparation. To jointly review expenditure trends; update Divisional Managers on developments which may affect projected expenditure. Review implementation of financial accounting procedures and agree corrective actions necessary.

EXTERNAL:

Ministries, Government and other Agencies	To ensure timely payments of contributions due to the Audit Office ; to obtain information, to discuss the allocation of resources, Financial Reports and Financial Statements and to ensure the timely disbursements of financial resources and subventions.
Ministry of Finance	To submit reports on operations; to make requests or for advances; to discuss and ensure compliance with IFMAS Regulations.
External Auditor	To discuss/respond to contents of External Auditor's Management Letter and matters affecting Audit Office's systems of financial control; to participate in the planning for and arranging of audit exercises on Audit Office's assets, liabilities and financial transactions.
National Insurance Scheme/Guyana Revenue Authority/Statutory Agencies	To liaise with officers on regulatory and statutory matters; to ensure that deductions are paid over to relevant Agencies.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY
Accountant

INDIRECTLY
Assistant Accountant
Accounts Clerks
Stores Clerk

D. EQUIPMENT, MACHINES, TOOLS AND WORK AIDS CONTROLLED BY THIS POSITION AND USED BY SUBORDINATES INCLUDE THE FOLLOWING:

<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>	
Computer Printer Facsimile Photocopier Stapler	Pens Pencils Rubber Stamps Stamp Pads	Constitution of Guyana Laws of Guyana Strategic Plan Fiscal Management and Accountability Act 2003 Audit Procedures Procurement Act The Audit Act 2004 Financial Regulations Manual of Government Accounting Procedures Auditing Standards and Code of Ethics (INTOSAI) Auditing Standards and Code of Ethics (IFAC) Accounting Standards now adopted in Guyana Statements of Auditing Standards Forms Labels Charts Reports Schedules Records Canisters Ledgers Manuals Specification Documents Vouchers, Statements, Working Papers Management Letters Diary	Desk Files Audit Guides Check-Off Lists Audit Fees Register Rules, Policies and Procedures Manual - Vol. 1: Regulatory Structure, Systems and Operations - Vol. 2: Manual Describing Job Evaluation Procedures - Vol. 3: Job and Position Descriptions for the Audit Office - Vol. 4: Performance Appraisal Manual Financial Statements Work Plans Programmes Job Authorisation Cost Statements Cost Schedules Checklists Survey Forms Questionnaires Flowcharts Memoranda of Enquiry Draft Final Management	Telephone Calculator

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

(The following responsibility statements identify specific duties necessary to attain the Audit Office's overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position.)

PARTICIPATES in the conceptualisation and formulation process of policy programmes within the **Audit Office** and makes contributions with respect to priority areas; provides Management with up-to-date decision support information, trend analyses, etc. in relation to the financial management of the **Audit Office**.

DIRECTS and **CO-ORDINATES** activities of the Financial Information System; ensuring that accounting procedures and financial principles are maintained and evaluates operational methods and practices to determine efficiency of operations, recommending changes to the accounting system if necessary.

MONITORS the annual operating and capital budgets, analyses trends and develops comparative analyses to aid in management decision-making.

OVERSEES General Ledger Accounts reconciliations, Votes Ledger, Salaries and Bank Reconciliations and ensures that monthly and other periodic reports of financial Statements are prepared.

INTERPRETS accounting results and advises on financial matters. Prepares financial statements for presentation to the **Auditor General**.

DEVELOPS and maintains an effective quality assurance system by ensuring strict compliance with financial regulations.

REVIEWS the accounting system and budgetary control procedures to ensure that the record-keeping systems, (computerised and manual), are reliable, effective and up-to-date.

ASSISTS in the development and implementation of the Financial Management Information System. Addresses matters such as management and administrative procedures and staffing structures for the Division.

ENSURES all statistics for internal use and submission to Government Agencies are accurately prepared and submitted on time.

ENSURES banking facilities are monitored and Financial obligations e.g. Income and other taxes, creditors etc. are paid on time.

MONITORS and evaluates performance of staff of Division, and reports and takes appropriate action as indicated by evaluation.

ASSIGNS tasks in Division, prepares '**Major Job Objectives**' and undertakes performance appraisals for Staff supervised; submits general reports related to work activities for guidance of management personnel.

IV: SENIOR MANAGEMENT POSITION DESCRIPTION EVALUATION:

JOB TITLE: Finance and Accounts Manager		JOB CODE NUMBER:			
Q U A L I F I C A T I O N P R O F E S S I O N A L	FACTORS	SUBSTANTIATING DATA	DEGREES	POINTS	
	1	EDUCATION	Degree in Business Administration or Professional Accounting qualification, that is, ACCA or ICMA. Detailed training and experience in ISO 9000 and IFMIS systems. Computer literacy is necessary.	2	93
	2	EXPERIENCE	Professional Experience requiring over six years experience as a senior manager with a sound knowledge of financial management, financial analysis and financial accounting to determine controls to be implemented and costing systems to be reviewed and maintained. Must be familiar with all aspects of Programme Budgeting.	2	65
	3	EFFICIENCY	The Incumbent must do multi-faceted cost analyses, interpretation and adaptation of data in relation to financial accounts, departmental budgets and financial statistics. The Incumbent is responsible for integrating the major functions of financial management and accounting for the operations of the Audit Office , to ensure that all funds are accounted for within the agreed deadlines and that payments are made promptly according to standard guidelines.	1	69
	4	TECHNICAL/ PROFESSIONAL	Ensures strict compliance with the Financial Regulations. Monitors all releases and expenditures and liaises regularly with Accounting Officer for policy guidelines.	1	52
	5	DECISION - MAKING	Decisions are made in relation to closing accounts for the year and paying over unspent remittances to the Consolidated Fund. Also advises on budget allocations as well as appropriate accounting support systems to be implemented.	2	49
	6	ANALYTICAL	The Incumbent is responsible for the direction of others as reviewer of work. The Incumbent determines the approach and the methodology to be used to meet requirements, and is specifically responsible for the preparation of Executive Payroll; authorising and signing Petty Cash, cheque requisitions, reconciling Salaries Imprest Account and other accounts.	1	45
	7	QUALITY/ PRODUCTIVITY	The Incumbent monitors functions relating to financial analysis, which requires the application of financial principles and the adaptation of existing norms. Ensures that funds available are efficiently and effectively utilised.	1	71
	8	TEAMWORK	This position plans and coordinates financial operations in the Division. Consults with other Managers devising strategies to improve the financial management of the Audit Office . Leads Divisional Team in analysing accounting and bookkeeping records and in preparing and certifying financial reports and statements for presentation to Management.	1	57
	9	SUPERVISION	Supervises a staff consisting of an Accountant and Clerks. Defines, objectives, priorities and deadlines. Discusses with Director, Management Services matters related to financial management and performance of the Audit Office . Must also supervise implementation of financial systems and procedures and maintenance of computerised database as well as the IFMAS System.	2	33
10	WORKING ENVIRONMENT	Works as leader and member of a team with minimal environmental hazards. Work is mainly in comfortable office environment. Stressful situations may occur in meeting deadlines.	4	21	

LICENSES	TOTAL: 555
-----------------	-------------------

DATE PREPARED:	PREPARED BY:	REVIEWED AND APPROVED BY: