

**GRENADA ELECTRICITY SERVICES LIMITED**

**POSITION DESCRIPTION**

**Position Identification**

<b>Position Title:</b>	<b>Finance Assistant</b>
<b>Immediate Supervisor:</b>	<b>Senior Accountant</b>
<b>Head of Department:</b>	<b>Financial Controller</b>
<b>Department:</b>	<b>Finance</b>

**General Accountability**

Reporting to the Senior Accountant, the Finance Assistant is generally accountable for completing assigned accounting duties.

**Nature & Scope**

Essentially, the Finance Assistant discharges a range of accounting duties, operates under the general guidance and direction of the Senior Accountant, and follows established policies, procedures, precedents, and accounting conventions.

**Special Conditions**

- Expected to respect the confidentiality of information acquired in the course of performing normal duties.
- Provided suitable office accommodation and institutional support through established policy guidelines, access to relevant corporate information and appropriate resources (e.g., employees' manual).
- Expected to take advantage of specialized job training and work experience opportunities provided by the company.
- Required to work extended hours as the exigencies of work demands.
- Subject to administrative policies introduced from time to time and other general conditions applicable to all staff.

**Specific Accountabilities**

1. Updates cash receipt ledger.
2. Processes accounts payable transactions.
3. Managing and dispatching monthly remittances.
4. Prepares and issues cheques.
5. Performs reconciliations of general ledger control accounts.
6. Prepares monthly analyses of various general ledger accounts.
7. Manages petty cash, including the monthly reporting and replenishment of funds to the Company's branches.

8. Performs inventory cycle counts, year-end counts and reconciliation reports as assigned.
9. Prepares monthly reports on fuel usage for both Grenada and Carriacou.
10. Maintains and organises filing systems.
11. Handles telephone communications, attends to visitors and handles routine finance enquiries.
12. Preparation of journal and other entries as required.
13. Performs other job-related duties assigned by the Supervisor from time to time.

## **Standards**

Performance will be evaluated based on the following:

1. Timely completion of assigned tasks and deadlines met
2. Time taken to process documents and research information.
3. Achievement of goals and objectives agreed under the performance development system.

## **Person Specification**

Minimum Required Qualifications & Experience

- Five O' Level Subjects, including English and Mathematics.
- Level 11 Certified Accounting Technician (CAT) / Associate Degree in Business Management / Accounting or equivalent qualification.
- One (1) year experience in the accounting field.
- Any equivalent combination of qualifications and experience.

Minimum Required Knowledge, Skills and Abilities

- Proficiency in Microsoft Word, Excel and any ERP system.
- Ability to apply appropriate accounting techniques.
- Proficiency in the use of business applications.
- Ability to work collaboratively with team members and have good interpersonal skills.
- Ability to diagnose accounting problems, analyse their causes and suggest corrective action.
- Any equivalent combination of knowledge, skills and abilities.