

GRENLEC
POSITION DESCRIPTION

Job Title: **Accounting Supervisor** **Date:** 2025

Department: Finance **Job Classification:**

Immediate Supervisor: **Senior Accountant**

Head of Department: **Financial Controller**

Job Summary:

Reporting to the Senior Accountant, the Accounting Supervisor is responsible for overseeing the day-to-day operations of the accounting team to ensure accurate and timely financial reporting, compliance with regulatory and company policies, and efficient management of the general ledger. This role supervises the accounting staff, manages month-end and year-end close processes, supports internal and external audits, and assists in developing financial controls and process improvements to support the organization's operational and strategic goals.

Required Skills and Competencies:

The position of Accounting Supervisor is confronted by several job-related challenges. The incumbent must be sufficiently versed in the accounting discipline to utilize accounting principles to allocate and record accounting transactions at Grenlec. The demand for accuracy is critical to this position and the incumbent must strive for accuracy and correctness at all times. The incumbent must have good communication and interpersonal skills, be able to work independently, under pressure and for extended hours as the job may demand and must be proficient in the use of accounting software packages and other business applications.

Special conditions

- Institutional support is provided through established administrative policy guidelines, access to relevant corporate information and appropriate resources.
- Expected to respect the confidentiality of information acquired in the course of performing normal duties.
- Expected to take advantage of specialized job training and work experience opportunities provided by the company.
- Subject to administrative policies introduced from time to time and other general conditions applicable to all staff.
- Standard office environment with occasional extended hours during critical reporting periods.
- Participation in company-wide initiatives and projects as needed.

Key Responsibilities:

1. Financial Reporting and Record-Keeping:

- Oversee the preparation of monthly, quarterly, and annual financial reports.
- Ensure the accuracy and integrity of the general ledger and sub-ledgers.
- Review journal entries, reconciliations, and schedules prepared by accounting staff.
- Prepare and review financial statements in accordance with IFRS or relevant accounting standards.

2. Compliance and Controls:

- Ensure compliance with internal accounting policies, regulatory requirements, and tax obligations.
- Maintain and strengthen internal controls over financial transactions and reporting.
- Support the timely filing of regulatory and statutory reports, including tax returns and industry-specific filings.

3. Team Supervision and Development:

- Supervise, mentor, and develop the accounting team to ensure high performance and continuous professional growth.
- Assign tasks, review work for accuracy and completeness, and provide timely feedback.
- Facilitate training and development initiatives for the accounting team.

4. Process Improvement:

- Identify opportunities for improvements in accounting processes and financial systems.
- Lead initiatives to streamline, standardize, and automate accounting workflows.
- Collaborate with IT and other departments to enhance financial reporting tools and system functionality.

5. Audit and External Relations:

- Support external audits by preparing audit schedules and responding to audit queries.
- Assist in managing relationships with auditors, the taxation department, and regulatory bodies.
- Address and resolve audit findings in a timely manner.

6. Budgeting and Analysis Support:

- Assist the Senior Accountant/Financial Controller in budget preparation and variance analysis.
- Provide financial data and analysis to support decision-making by senior management.

Qualifications and Experience:

- Bachelor's Degree in Accounting, Finance, or related field.
- Professional certification preferred – Level II (e.g., ACCA, CGA, CPA, CMA).
- Minimum of 5 years' progressive accounting experience, with at least 2 years in a supervisory role.
- Experience in the utility sector or a regulated industry would be an asset.
- Proficient in accounting software (e.g., Sage, Microsoft Dynamics, Oracle) and Microsoft Office Suite, particularly Excel.

Key Competencies:

- Strong technical knowledge of accounting principles and practices.
- High attention to detail and accuracy.
- Excellent leadership, interpersonal, and communication skills.
- Ability to prioritize and manage multiple tasks under tight deadlines.
- Strong analytical and problem-solving skills.
- Integrity, confidentiality, and professional ethics.
- Ability to work collaboratively across departments.