

FINANCE & ADMINISTRATION DIVISION

POSITION DESCRIPTION		
POSITION: PROJECT ACCOUNTANT	DEPARTMENT: FINANCE	ISSUE DATE: November 2024 Revised dates :

INCUMBENT	
DEPARTMENT	FINANCE
LOCATION	HQ VALELEVU
REPORTS TO	Manager Finance
DATE	2024
Reporting Positions: Finance Executives	
Purpose: Assist management and board in decision making and long term project plan plans with ad hoc and monthly financial reports. Ensuring all payments and income are recorded accordingly with compliance to HA process and procedures. To contribute towards the achievement of departmental and divisional goals and objectives	
Accountabilities: Project Accountant <ul style="list-style-type: none"> ➤ Process Project Progressive Claim <ul style="list-style-type: none"> • Review the claim submitted for payment • Review the Bills f Quantities (BOQ) • Reconcile the payment for dispute items (HA & Contractor) • Update the actual cost incurred, drawdowns & projection for disbursements • Compile the claim for approval. ➤ Costing for Projects <ul style="list-style-type: none"> • Follow up on valuation and discussion • Ensure accurate recording of relevant details such as survey plan/lot and lot area • Follow up on approved survey plan • Provisional cost to determine selling price and mark up • Discuss costing with management and submit for Boards Approval • Transfer WIP cost to Inventory ➤ Financial Projection / Model for new projects <ul style="list-style-type: none"> • Financial Model / cash flow • Provisional costing for new projects • Feasibility studies for land acquisition • Prepare Admin budget for projects ➤ Preparing & Reviewing statutory report for submission <ul style="list-style-type: none"> • Government grant acquittal report • Projects progressive report to line Ministry and relevant stakeholders 	

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- Reviewing General Ledger Monthly Reconciliation – Projects
- Review month end entries for posting – Projects/Utilities/Land bank/sales
- Budget for Land Development Team (LHD)
 - Prepare LHD Teams budget – Projects/ Operation
 - Monitor LHD Teams Budget
- Recording & Monitoring Activities of Properties Team
 - Review budgets for in house projects
 - Verify purchase orders & petty cash
- Monthly IP & Board Papers

Working Relationships:

Internal

Manager Finance, Department Heads
Finance Officers
Financial System Officers
Administration Officer
General staff

External

RBF, Employers, Lenders, banks
Customers
Ministry of Finance, Housing

Major Challenges:

- Ensuring proper and timely recording of all receipts and payments
- Ensuring proper and timely bank & other general ledger reconciliations
- Submission of accurate daily, monthly and annual financial reports including budgets
- Proper update of borrowing, fixed asset registers and inventory records.
- Contribute to achievement of budget and other corporate targets.

Competencies, Experience and Qualifications:

The following competencies, experience and qualifications are required to do this job:

- Degree in finance/Accounting or related discipline
- 5 years' experience

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- Computer literacy
- Good interpersonal skills
- Good communication (written and verbal) skills
- Team oriented and willingness to learn and adapt to change.
- Highly motivated
- Rational thinking
- Problem Solving
- Innovative
- Possession of group 2 driver's license would be an added advantage
- Understanding Housing Authority's strategies, policies, procedures and operational guides