

JOB DESCRIPTION

POSITION TITLE: *Accounting Officer - Banking and Investment*

DEPARTMENT: *Finance and Accounting*

MAIN PURPOSE OF JOB

To assess, monitor, plan and manage the efficient utilization of cash and financial services in a manner consistent with the objectives of the Company.

REPORTING RELATIONSHIPS

Reports to Financial Treasurer & Budget Planner.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

KEY DUTIES AND RESPONSIBILITIES

These include the following but other duties may be assigned from time to time.

Treasury & Cash Management

1. Prepare weekly forecast for cash and foreign exchange (through the Bank of Jamaica) requirements.
2. Execute daily financing decisions that encompass scheduling oil liabilities for payments, the funding of bank accounts and intra bank transfers.
3. Reviews the daily cash report and attest bank lodgment.

Accounting Officer – Banking & Investment

4. Manage all aspects of In-house investment portfolios. Maintains register of short term deposits and repurchase agreements that includes the scheduling of rollover and encashment; and maintaining security documents and tax certificates.
5. Prepare the general ledger reconciliation for principal balances, interest earned and interest receivable.
6. Provide support to the Treasury Officer in developing strategies for cash & liquidity programming

Trade Finance

7. Develop the trade financing schedule for the importation of crude oil and finished products by to monthly import / feedstock slate from the Logistics & Marketing Department.
8. Arrange the financing terms and documents for the execution of trade: rates, test code, promissory note, language for letter of credit (LC) and confirmation transmittals.
9. Prepare general ledger entries and reconciliations for interest accrued, principal balances and foreign exchange revaluation.
10. Prepare the oil liability payment schedule and monitor payments.
11. Prepare the Statement C report for the Ministry of Finance
12. Support the Treasury Officer in developing the quarterly variance analysis for the Statement A forecast on bank and supplier financing.
13. Manage relationships with financial service providers.

Other

14. Provide support in audits: internal and external
15. Prepare Education Assistance Bank reconciliation.
16. Undertakes such other duties as may be assigned from time to time.

KNOWLEDGE AND SKILLS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Accounting Officer – Banking & Investment**Education/Experience**

- B.Sc. in Accounting or equivalent tertiary qualification.

Abilities

- Good communication skills both orally and written.

CONTACTS

Internal

- Chief Financial Officer
- Financial Treasurer & Budget Planner
- Other Petrojam Departments

PERFORMANCE CRITERIA

The job is satisfactorily performed when:

1. Transactions are validated and meets accounting standard.
2. All transactions booked within four days of month end to facilitate timely closing.
3. Interest income schedule prepared within five working days of the receipt of the General Ledger.
4. Compliance with established company policies and rules
5. Punctuality in attendance at work and at meetings.
6. Provides service readily when required to do so.

Employee's name:.....

Employee's signature..... Date:.....

Dept. Manager's name:.....

Dept. Manager's signature:..... Date:.....

Approved By:.....
Manager, HRD&A Date:.....