Annex 1 JOB DESCRIPTION

POSITION TITLE:	PROJECT ACCOUNTANT	POSITION HOLDER:	
REPORTS TO:	DIRECTOR PROJECTS	LOCATION:	NADI AIRPORT
DIVISION:		DEPARTMENT:	PMO

PURPOSE OF THE ROLE:

The Project Accountant will be responsible for ensuring the financial integrity and profitability of projects by managing, monitoring, and reporting on project finances. This role involves close collaboration with project managers, finance teams, and other stakeholders to track project expenses, revenues, and budgets, ensuring compliance with financial policies and regulatory requirements. The Project Accountant plays a crucial role in the financial planning, analysis, and control processes to facilitate successful project delivery within the allocated budget and timeframe, ultimately contributing to the organisation's overall financial health and strategic objectives. The Project Accountant will be responsible for the Operating and Capital Expenditures of the Project Management Office.

KEY RESULT AREAS:

- Financial Planning and Analysis
- Cost Management
- Revenue Recognition and Invoicing
- Compliance & Risk Management
- Collaboration and Communication

KEY ACCOUNTABILITIES:

- 1. Create detailed project and operating budgets in coordination with project managers.
- 2. Regularly update budgets based on project changes and progress.
- 3. Maintain a comprehensive record of all project financial transactions and project cashflows
- 4. Prepare monthly, quarterly, and annual financial reports for projects.
- 5. Present financial performance reports to management and stakeholders.
- 6. Ensure all financial reports are accurate and submitted on time.
- 7. Monitor daily project expenses and compare them against the budget.
- 8. Identify and investigate variances between actual and budgeted costs.
- 9. Implement cost-saving measures and efficiency improvements.
- 10. Ensure that all project-related revenues are accurately recorded.
- 11. Prepare and issue invoices to clients based on project milestones.
- 12. Track payments and manage accounts receivable for projects.
- 13. Ensure all project financial activities comply with company policies and regulatory requirements.
- 14. Prepare documentation and support audits related to project finances.
- 15. Implement recommendations from audit findings to improve financial processes.
- 16. Work closely with project managers to provide financial insights and support.
- 17. Collaborate with procurement and contracts departments to manage project costs.

- 18. Communicate financial status and risks to stakeholders promptly.
- 19. Conduct post-project evaluations to identify lessons learned and best practices for future project control improvements.
- 20. Manage PMO's operating expenses and manage petty cash for the Unit.
- 21. General Responsibility to undertake all other duties as directed by the supervising officer or Director Projects

Key Challenges / Decisions / Success Factors:

- Commercial acumen and attitude
- Timely and accurate measurement
- excellent understanding of project finances
- Demonstration of probity and compliance with governance processes in accounting
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests

Direct Reports: None

Minimum Qualifications Requirement (MQR):

- A Bachelor's degree in the field of accounting or related field
- A minimum of 3 years of similar work experience as a Project Accountant
- Professional certification such as CPA, or equivalent will be an added advantage

Knowledge and Skills

- Use of records and data management software
- Excellent Analytical Skills
- Good Communication skills
- Proficiency in accounting software and Microsoft Office Suite.
- Good Knowledge of Financial Reporting
- Risk Management and Cost Controls Skills
- Excellent finance and procurement knowledge
- Good interpersonal skills and team-building skills
- Must be resilience, have courage and act with integrity
- Demonstrated capacity to take initiative and achieve results
- Ability to work with minimum supervision
- Ability to manage multiple projects simultaneously and meet deadlines.

Key Relationships:

Internal: Fiji Airports Sections

External: CAAF, Fiji Airways, Air Terminal Services, consultants, Contractors, Tenants