

REGULATED SUBSTANCES AUTHORITY

JOB DESCRIPTION

JOB TITLE : **ACCOUNTANT**

EMPLOYMENT TYPE : **CONTRACT**

PERIOD : **24 MONTHS**

Background:

The Regulated Substances Authority (RSA) is a statutory body created by the Regulated Substances Act of 2023. The organization is geared at establishing and overseeing a regulatory framework for numerous regulated substances in Saint Lucia.

The RSA is currently developing legislation to establish and regulate a cannabis industry in Saint Lucia and to regulate radiation safety and security. Other regulated substances can include alcohol, petroleum and explosives.

A. Relationships

1. Works under the direction of and reports to the Chief Executive Officer
2. Is directly supervised by the Chief Finance Officer
3. Supervises the Accounts Clerk.

B. DUTIES AND RESPONSIBILITIES

1. Leads, manages and monitors the accounting function of the RSA by conducting financial analyses and verification, implementing internal controls and preparing financial/accounting reports to ensure compliance with the Finance (Administration) Act and attendant regulations, accounting standards, principles and policies.
2. Manages assigned staff and resources to ensure work programmes are implemented in accordance with legislative and operational requirements and established labour practices and liaise frequently with management and heads of departments within the Regulated Substances Authority (RSA) and relevant staff to ensure that work programs of the RSA progress in a financially prudent manner.

3. Responds to the Chief Executive Officer through the Chief Financial Officer and liaises with heads of divisions within the RSA, Ministry of Commerce, other government entities and other internal and external stakeholders on matters relating to work in progress.
4. Supervises and manages assigned staff through target setting, continuous dialogue, mentoring, coaching and assessment of individual staff performance including identifying training needs and gaps to ensure effective performance management.
5. Assists in preparing the work programme for the RSA under the advice of the Chief Finance Officer, Chief Executive Officer and strategic planning, consultation with stakeholders and team members and review of key evidence-based reports/documentation to enable the determination of targets, milestones and deadlines.
6. Assist in the oversight of the financial management and reporting of the RSA through the implementation of relevant systems of control, monitoring, evaluating, authenticating and approving financial transactions to ensure compliance with standard accounting principles and the Finance (Administration) Act and attendant Regulations.
7. Assists in coordinating the budgetary process through budget planning meetings with the senior management and heads of divisions, analysis of submissions from heads of divisions, and consultation with the Department of Finance and the Office of the Budget to ensure that the projects and programmes of the RSA are incorporated in the Budget.
8. Assists in managing the budget of the RSA through continuous monitoring and evaluation of allocations, expenditure and financial processes; and preparing financial reports to provide advice to the Chief Executive Officer, Chief Financial Officer and senior management for sound decision-making and to ensure compliance with the Finance (Administration) Act and attendant Regulations.
9. Advises Chief Executive Officer, Chief Financial Officer and heads of divisions on budgetary allocations in accordance with standard operating procedures through consultation, discussions on balances, expenditure and savings to assist with effective reprioritizing where necessary and enable achievement of the RSA'S work programme.
10. Facilitates the auditing of the RSA by collaborating with the Chief Financial Officer, Regulated Substances Fund Board, External Auditors and the Audit Department to ensure

accountability and compliance with the Finance (Administration) Act and attendant regulations.

11. Where authorized, verifies and approves requisitions, invoices, reconciliation of accounts, journals, bank statements, inventories, salaries and project payments by consulting with senior management, evaluating and inspecting financial documents to ensure accountability, accuracy, timeliness and authority of payments.
12. Prepares quarterly allocations and reviews quarterly project status reports on recurrent and capital expenditure in accordance with established accounting procedures for submission to the Chief Executive Officer, Chief Financial Officer, RSA Board, Regulated Substances Fund Board and Ministry of Commerce.
13. Establishes quality assurance standards and guidelines including monitoring mechanisms for responding to and resolving inquiries and/or complaints from internal and external customers to enable excellent service delivery and maximize customer satisfaction.
14. Provides recommendations on monitoring and evaluating procedures for continuous improvement in service delivery to minimize incidences of fraud and to strengthen the accounting policies and procedures.
15. Facilitates continuous learning through training, workshops and meetings by applying effective training methodologies and presentation skills to build the capacity of team members in the accounting field.
16. Ensures the establishment and maintenance of proficient records management systems for the effective custody of financial records in accordance with the Finance (Administration) Act and attendant regulations, and standard operating procedures to ensure accountability, accessibility and retention of documents.
17. Conducts internal audits through dialogue with the Chief Executive Officer, Chief Financial Officer, Corporate Secretary and heads of divisions and reviewing documentation in accordance with the Finance (Administration) Act and attendant regulations and standard operating procedures to ensure compliance and improvement of RSA's operations.

18. Prepares reports outlining achievements and challenges to keep management and stakeholders informed, facilitate assessment of the RSA's performance and decision-making and to contribute to the RSA's Annual Report.
19. Assists in the implementation of recommendations regarding accounting functions, particularly in the preparation of accounting manuals and Job Descriptions for Accounts Unit personnel to ensure that accounts standards and guidelines, duties and responsibilities are clearly defined.
20. Performs any other related duties as may be assigned.

C. CONDITIONS

1. Opportunity exists for personal development and career advancement through general and specialized in-service and external training
2. Congenial accommodation is provided within a general administrative office.
3. Institutional support is provided through the Constitution of Saint Lucia, Civil Service Rules and Regulations, Standard Operating Procedures, Estimates of Revenue and Expenditure, Finance (Administration) Act and attendant regulations, Part IV of the Labour Act (Occupational Safety and Health) and other relevant regulations and policy documents.
4. Opportunities exist for personal development through established orientation and training programmes, as outlined in the Public Service Training and Development Policy.
5. Required to be punctual and present for work, meetings and other official appointments and activities.
6. May be required to work beyond the normal working hours.
7. Required to remain current on practices and developments in Public Administration and Financial Management.
8. Required to demonstrate political acuity.
9. Required to maintain integrity, confidentiality and professionalism in the conduct of duties.
10. Required to operate office equipment such as computers, calculators/adding machines and be in a sitting position for prolonged periods.

11. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

D. QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in Accounting, Finance or a related field of study plus two (2) years' experience in a post at Grade 12 or above; or two (2) years' relevant professional work experience. OR
Master's Degree in Accounting, Finance or a related field of study plus four (4) years' experience in a post at Grade 10; or four (4) years' relevant professional work experience. OR
Bachelor's Degree plus Post Graduate Diploma in Accounting, Finance or a related field of study plus three (3) years' experience in a post at grade 12; or three (3) years' relevant professional work experience. OR
Bachelor's Degree in Accounting, Finance or a related field of study plus four (4) years' experience at Grade 12; or four (4) years' relevant professional work experience.
2. Accreditation as a Chartered Accountant is a requirement

E. OTHER KNOWLEDGE, SKILLS AND ABILITIES

1. Expert knowledge of and ability to interpret and apply the provisions of the Finance (Administration) Act and attendant regulations, standard operating procedures, and the Estimates of Revenue and Expenditure.
2. Expert knowledge of and ability to interpret and apply the principles of financial management and public sector accounting practices, standards and principles (particularly coding structures).
3. Advanced knowledge of and ability to interpret and apply the provisions of the Constitution of Saint Lucia, civil service rules and regulations, Audit Act, Part IV of the Labour Act (Occupational Safety and Health), collective agreements and other relevant regulations and policy documents.
4. Advanced accounting and numeracy skills.
5. Advanced problem-solving and decision-making skills.
6. Advanced leadership and management skills with the ability to inspire and motivate staff.

7. Advanced interpersonal skills and consistently demonstrates emotional intelligence.
8. Advanced negotiation and mediation skills.
9. Advanced oral and written communication, listening and presentation skills.
10. Advanced business process management, organizational and project management skills.
11. Advanced computer literacy skills; with the ability to operate software applications such as word processing, databases, spreadsheets, presentation programmes and SmartStream.
12. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
13. Ability to manage time, meet deadlines and remain calm under pressure.
14. Ability to exercise initiative and judgment in the execution of duties.
15. Ability to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.
16. Ability to interpret and analyze government financial accounting transactions.
17. Ability to adapt to organizational change.

F. EVALUATION CRITERIA

1. Demonstrated knowledge of, and ability to interpret and apply the provisions of the Finance (Administration) Act and attendant regulations, public sector accounting standards and principles.
2. Demonstrated knowledge of, and ability to interpret and apply the principles of financial management and public sector accounting practices, standard and principles (particularly coding structures).
3. Demonstrated knowledge of the structure of the Public Service and ability to interpret and apply its administrative policies and procedures.

4. Demonstrated knowledge of, and ability to interpret and apply the provisions of the Constitution, civil service rules and regulations, Audit Act, Part IV of the Labour Act (Occupational Safety and Health), collective agreements and other relevant regulations and policy documents.
5. Demonstrated problem-solving and decision-making skills.
6. Demonstrated leadership and management skills.
7. Demonstrated interpersonal skills and emotional intelligence.
8. Demonstrated negotiation and mediation skills.
9. Demonstrated effectiveness of oral and written communication, listening and presentation skills.
10. Demonstrated business process management skills, organizational and project management skills.
11. Demonstrated computer literacy skills.
12. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.
13. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
14. Demonstrated ability to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.
15. Demonstrated intellectual acuity and ability to be visionary and innovative.
16. Demonstrated ability to complete assignments and tasks as defined by performance targets.
17. Demonstrated ability to prepare and submit reports that meet established standards.
18. Demonstrated ability to remain current on practices and developments in public administration and financial management.
19. Demonstrated ability to adapt to organizational change.

G. DURATION

The initial contract duration would be for twenty-four (24) months with the possibility of extension of the contract for an additional duration or permanent employment premised upon satisfactory performance in the initial 24-month period.

APPLYING FOR THIS POST

Applications **must** include **both** the following format and content:

- a. A brief cover letter (maximum 1 page); and
- b. A resume (CV) of no more than 5 pages, showing personal details, work experience, and education, along with the names of three work related references to the following address:

Chairperson,
Regulated Substance Authority
Regulated Substances Authority of Commerce, Manufacturing, Business Development,
Cooperatives and Consumer Affairs
Bisee
Castries
Saint Lucia

Or electronically:

chairman@rsa.govt.lc and info@rsa.govt.lc

DEADLINE FOR APPLICATIONS: JANUARY 12TH 2025.

Note: unsuitable candidates will not be acknowledged. Applicants whose minimum qualifications and experience conform to the Terms of Reference will be short-listed and invited to attend an interview for further consideration.