



Employment Opportunity with RISE Life Management Services

Job Title:	Accounting Officer
Project:	USAID EMPOWER
Duration:	1 Year (renewable)
Estimated Start Date:	October 1, 2024
Reporting to:	Project Manager

Organization Summary

RISE Life Management Services, a Jamaican Civil Society Organization (CSO), was established in 1989 as Addiction Alert, offering the island’s first outpatient treatment centre for addictive disorders. Due to the evolving needs of the nation’s at-risk populations, the organization expanded its programs and changed its name to RISE Life Management Services in 2005. RISE stands for “Reaching Individuals through Skills and Education”. The various projects and programmes implemented by RISE also align with key goals of Jamaica’s national development plan, Vision 2030, and with several of the international Sustainable Development Goals.

Mission: To empower young people and vulnerable populations in Jamaica to make healthy lifestyle choices and realise their full potential through projects delivered in a supportive and rehabilitative environment; and to support Jamaica’s national development by building the capacity of civil society organizations.

Project Background

The **Youth EMPOWERment** Activity, is a 4-year project funded by the U.S. Agency for International Development (USAID), with prime partner being Educational Development Centre (EDC). RISE Life is one of the local partners which will be implementing several components of the project. The **goal** of EMPOWER is **to create sustainable, positive development with and for resilient Jamaican youth and their communities to achieve their fullest potential and support youth crime and violence prevention.**

To achieve this, EMPOWER will address the risk and resilience factors that influence targeted Jamaican youth’s participation in crime and violence by:

(IR 1) bolstering their access to trauma-informed civic education and participation;

(IR 2) strengthening the soft skills, work readiness and entrepreneurship skills, and work-based learning needed to access improved livelihoods opportunities; and

(IR 3) ensuring that community-based support structures provide the space and resources to support youth well-being and resilience.

Position Summary

The **Accounting Officer** is a full-time position that will report to the Project Manager to support all financial accounting for the EMPOWER project. The post holder will be responsible for preparing, filing, scanning, and maintaining project EMPOWER's accounting records. S/he will work with RISE's Accountant to establish, manage, and maintain effective, transparent, and auditable processes and procedures, in keeping with USAID and RISE's financial policies and procedure guidelines.

ESSENTIAL RESPONSIBILITIES:

- Help prepare wire requests to be submitted to USAID.
- Prepare and update monthly disbursement schedule.
- Facilitate timely payment to staff, training participants, vendors, and consultants, in compliance with RISE and donor regulations and Jamaican legal requirements.
- Generate, record, and execute payments through all stages, including procurement, and reconcile bank statements.
- Prepare all monthly, quarterly, and annual financial reports and projections.
- Support the submission of timely and accurate monthly financial and reconciliation reports to EDC.
- Maintain bank, cash, and cheque book records by using accounting software.
- Adhere to RISE and USAID financial procedures and record-keeping policies.
- Maintain updated and accurate finance and administrative filing systems.
- Assist the Project Manager and RISE Accountant in enforcing accounting controls and procedures to ensure high level of financial integrity.
- Maintain and update travel advance request filling and monitoring system to ensure staff account for resources in an accurate and timely manner.
- Assist the EMPOWER Project Manager and RISE Programme Manager in preparing budgets and budget narratives.
- Any other related duties and tasks as assigned.

QUALIFICATIONS AND BACKGROUND:

Education:

- Bachelor's degree in finance, accounting, or a related discipline/ ACCA Level I/II.

Work Experience:

- 3-5 years' experience working on finance for donor-funded projects in Jamaica.
- Previous experience with USAID-funded projects preferred.

Skills:

- Demonstrated effective interpersonal skills, ethical management skills, and solid problem-solving skills.
- Exceptional organizational skills.
- Fluency in written and oral English.
- Strong skills in spreadsheet software (Microsoft).
- Working knowledge of QuickBooks Pro essential.

Salary will be commensurate with qualifications and experience.

Qualified persons are invited to submit their applications along with résumé to info@risejamaica.org by **September 23, 2024**. The email subject line should be **Application for Accounting Officer: [Your Name]**.