



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Senior Accounts Payable Officer (Payments)
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Expenditure Control & Accounts Branch
SECTION/UNIT:	Accounts Payable Unit
REPORTS TO:	Manager, Accounts Payable
MANAGES:	Accounts Payable Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Reporting to the Manager, Accounts Payable, the Senior Accounts Payable Officer is responsible for the Certification of payment vouchers ensuring the availability of funds as per budget allocation and the maintenance of Utilities Registers

2. KEY OUTPUTS (Results, Deliverables)

- Invoices, claims, bills and payment vouchers reviewed/checked;
- Payment vouchers certified;
- Cheques printed;
- Utilities Registers maintained;
- Purchase Requisitions checked;
- Utilities schedule prepared;
- Human Resource needs identified and addressed.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the preparation of the Units Operational and Work Plans;
- Assists in the preparation of reports as requested;

B.) Technical/Professional Responsibilities;

- Receives checked invoices, claims, bills and prepared payment vouchers and review for correctness of details;
- Certifies payment vouchers and pass for authorization;
- Ensures that payment vouchers are correctly coded with appropriate

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classification relating to each Head of Estimates;

- Prints cheques and cheque listings for FinMan System;
- Examines cheques printed against vouchers;
- Balances Cheque Summary with payment vouchers;
- Ensures that the Accounts Payable Officers enter cheque numbers on all payment vouchers and that vouchers are filed properly;
- Maintains all Utility Registers;
- Maintains liaison with the Ministry's Banks, and other external associates as necessary;
- Maintains contact with the Accountant General's Department and Ministry of Finance and the Public Service on matters relating to the Central Treasury Management System (CTMS);
- Checks Purchase Requisition to ensure compliance with established guidelines;
- Checks and updates Purchase Orders on the FinMan System, prints, signs and prepares for dispatch;
- Ensures that attached invoices/bills are properly approved and all relevant documents are affixed and in keeping with the stipulations of the FAA Act before certifying and submit for authorisation;
- Checks telephone bills processed for payment and ensure that Telephone Registers are properly maintained;
- Inserts client's information electronically on Accounting System;
- Assists in the verification of online payments as requested by clients;
- Manages Cash Card Disbursement System for local currency and foreign exchange;
- Prepares utilities schedule and submit to Ministry of Finance and the Public Service after consultation with Management Accounts Unit;

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- Liaises with the Ministry of Finance and the Public Service and the utilities companies re: payments;
- Prepares allocation for utilities companies upon confirmation from the Accountant General's Department.

C.) Human Resource Responsibilities

- Manages the welfare and development of staff supervised through the Performance Appraisal System;
- Provides effective leadership to staff supervised through objective setting, delegating and communicating;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed;
- Foster teamwork, a harmonious working environment and promotes collaborative working across the Section;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Branch;
- Ensures that staff supervised is provided with adequate and appropriate physical resources to undertake duties efficiently and effectively;
- Recommend leave for staff supervised in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts ad hoc meetings with staff supervised.

D.) Other Responsibilities:

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- Performs other related duties that may from time to time be assigned by the Manager, Accounts Payable.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Invoices, claims, bills and Payment Vouchers reviewed/checked for correctness of details;
- Payment Vouchers properly and promptly certified;
- Cheques printed in a timely manner;
- Utilities Registers maintained in accordance with established accounting procedures;
- Purchase requisitions checked to ensure compliance and established guidelines;
- Utilities schedules prepared and submitted to Ministry of Finance and the Public Service within stipulated timeframe;
- Human Resource needs identified and addressed in a timely manner;
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Director, Financial Accounts	Professional advice, receives directives, and guidance, information regarding portfolio,

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Contact (Title)	Purpose of Communication
	and provide feedback.
Manager, Accounts Payable	Professional advice, receives directives, and guidance, work assignments information regarding portfolio, and provide feedback.
Management Accounts Unit	Matters relating to commitment requisitions
Programme/Project Managers	Matters relating to payments other than salary & travel
Members of staff	Matters relating to payments other than salary & travel

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Matters relating to Central Treasury Management System (CTMS); Submission of Utility Schedules
Accountant General's Department	Matters relating to Central Treasury Management System (CTMS)
Utility companies	Matters relating to payments

6. REQUIRED COMPETENCIES

Core

- Good time management and organisational skills;
- Good planning and monitoring skills;
- Sound analytical and judgment skills;
- Good presentation, oral and written communication skills;
- Good team building and interpersonal skills;
- Good problem solving skills;
- Keen eye for detail;
- Sound personal and professional integrity;

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- Ability to cope well under pressure and meet tight deadlines
- Maintains a high level of productivity and self-direction.

Technical

- Sound knowledge of the laws, regulations, principles and practices relating to government accounting;
- Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulations;
- Knowledge in operating GoJ Computerized Accounting System.
- Competence in the use of spreadsheets and various computerized accounting systems. including computer applications

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate or Diploma in Accounting, Management or Business Administration from a recognised institution;
OR
CAT or AAT level A and 1 respectively;
- Plus successful completion of the relevant government accounting and computing courses and at least three (3) years experience;
- Satisfaction of the Proficiency criteria;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises.

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9. AUTHORITY TO:

- Check invoices, claims, bill etc.
- Certify payment vouchers;
- Print cheques

10. WORKING CONDITIONS

- Normal office conditions;

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