



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Cashier
JOB GRADE: FMG/CS 1
DEPARTMENT: Finance and Accounts
REPORTS TO: Accounting Technician III
MANAGES: N/A

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

The overall responsibility for the disbursement of cheques, collection and lodgement of revenue to the respective bank accounts of the Ministry, thus contributing to the accountability of Government funds

KEY OUTPUTS

1. Revenues lodged
2. Accurate accountability of monies collected
3. Cheques disbursed
4. Dispatching of Miscellaneous Revenue lodgement summary to
Accountant General

KEY RESPONSIBILITY AREAS

1. Receives cash by hand or through the Value book
2. Issues official receipts for monies collected – Recurrent, Capital A and B, Miscellaneous Revenue, Deposit Account
3. Posts receipts on the FMIS system
4. Compiles and makes lodgements
5. Maintains petty cash register
6. Disburses petty cash
7. Disburses cheques
8. Prepares contractor's levy returns

PERFORMANCE STANDARDS

1. Prompt lodgement of funds within guidelines
2. Submission of miscellaneous revenue statement within stipulated time frame

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulation	1
Use of Technology	1
Knowledge of FMIS system	1
Knowledge of Management Accounting, Financial Accounting and Cost Accounting	1

Core Competencies	Level
Oral communication skills	1
Written communication skills	1
Time management skills	1
Teamwork and cooperation	1
Initiative	1
People Management	1
Customer and quality focus	2
Integrity	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- CXC/GCE passes in a minimum of four (4) subjects including Mathematics or Accounts and English
- Training in Basic Accounting - Plus
- At least one (1) year working experience in the accounting field

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- N/A