



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Commitment Control Officer</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Accounts Management Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Senior Commitment Control Officer
<b>MANAGES:</b>	N/A

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

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## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Senior Commitment Control Officer, the Commitment Control Officer coordinates and maintains an effective cash management system and ensures the proper planning and control of commitments/expenditures within the limits of the Approved Provision and Warrant Allocations.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Commitment Control Registers prepared;
- Commitments requisitions examined;
- Commitment Control Register posted;
- Cash Management Reports prepared;
- Expenditure trends identified;
- Weekly/quarterly outstanding commitments reports prepared;

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Technical /Professional Responsibilities**

- Assists in arranging the commitment planning meeting at the commencement of each financial year;
- Records warrant allocation to the various accounts of stakeholders, using Excel Spreadsheet and maintaining the data;
- Identifies and classifies commitments according to categories – inescapable, priority and others;

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- Ascertains from all sources, the total value of unpaid bills, if any, brought forward from the previous year;
- Prepares Commitment Control Registers for all activities and projects of the Ministry on a Head/Programme/Project/Activity /Object basis;
- Receives and records all request for commitments from the Principal Finance Officer's office and from Programme Managers;
- Examines commitment requisition submitted to ensure that they are duly authorised by the appropriate officer and whether funds are available under the categories to which commitment relates;
- Certifies the commitment and records amounts in the Commitment Control Register;
- Informs Programme Managers of the status of their requisitions and the funds available under their respective programmes;
- Maintains the Commitment Control Register for the Ministry's Recurrent, Capital A and B heads by ensuring that warrant allocations and cash received are posted correctly and promptly;
- Posts Commitment Control Register on a daily basis to reflect the commitment and/or cash discharged and the balance available on Approved Provision/Warrant Allocation;
- Reconciles on a timely basis commitment control registers with the FinMan reports;
- Provides age analysis of outstanding bills;
- Provides total value of weekly outstanding commitments to the Senior Commitment Control Officer for submission to the Ministry of Finance and the Public Service;
- Prepares quarterly outstanding commitments reports to the Senior Commitment Control Officer for submission to the Director Management Accounts;
- Prepares and submit to the Senior Commitment Control Officer weekly outstanding commitments and monthly cash management reports;

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March 28, 2017

- Submits to the Senior Commitment Control Officer programmes/activities at risk of exceeding budgetary allocations;
  - Assists the Director Management Accounts through the Senior Commitment Control Officer in the planning and utilisation of available cash based on the level and categories of outstanding commitments;
  - Advises the Senior Commitment Control Officer of slow moving programmes and activities from which funds can be diverted to satisfy the need of activities/projects that are urgently in need of funds;
  - Analyze expenditure trends and advises the Senior Commitment Control Officer accordingly;
  - Facilitates proper cash management and expenditure control by making available to management, information on the discharged commitments and current cash position on a timely basis on a Head and Programme or Activity/ Project basis.
- B.) Other Responsibilities:**
- Performs other related duties that may from time to time be assigned by the Senior Commitment Control Officer.

#### **4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Commitment Control Register prepared in a timely manner;
- Commitment requisitions accurately examined/checked in accordance with the required policies and procedures;
- Commitment Control Register posted on a daily basis to reflect the commitment and the available balance;
- Cash Management Reports are comprehensive, accurate and produced within the specified time frame;

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March 28, 2017

- Expenditure trends identified and management advised accordingly in an appropriate manner;
- Weekly/quarterly outstanding commitments reports prepared are comprehensive and accurate and prepared in the appropriate format;
- 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
Director, Management Accounts	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Senior Commitment Control Officer	Professional advice, receives directives, and guidance, work assignment information regarding portfolio, and provide feedback.
Members of staff in the Branch	Collaborate, matters relating to commitment of funds and Cash Management,
Programme/Project Managers	Matters relating to status of requisition and fund availability.
Financial Systems Manager	Matters relating to FinMan.
Related, Departments and Agencies	Collaborate matters relating to commitment, requisitions and funds availability,

### ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtain/share information, collaborate on critical insight in respect to portfolio, submit reports.

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## 6. REQUIRED COMPETENCIES

### Core

- Good interpersonal skills;
- Good time management and organisational skills;
- Good planning and monitoring skills;
- Sound analytical skills;
- Good presentation, oral and written communication skills;
- Good Customer Relations skills;
- Ability to work as a team
- Good Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to cope well under pressure and meet tight deadlines
- Maintains a high level of productivity and self-direction.

### Technical

- Knowledge of the laws, regulations, principles and practices relating to public sector budget preparation and administration;
- Sound knowledge of the Financial Administration and Audit Act (FAA Act) and other Government Financial Regulations;
- Knowledge of organisation's programmes and activities;
- Knowledge in budgeting and cash management;
- Knowledge in operating GoJ Computerized Accounting System;
- Understanding of computerised accounting systems including government's Automated Financial Accounting System;
- Proficient in the use of relevant computer applications.

## 7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

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- A Bachelor's degree in Accounting or Management Studies or Business Administration from a recognised institution;
- OR
- Association of Chartered Certified Accounts (ACCA) Level 1, or CAT, AAT Certification;
- Plus successful completion of the relevant government accounting and computing courses with one (1) years experience,
- OR
- Associate Degree in Accounting or Business Administration plus two (2) years experience in Government Accounting;
- OR
- 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.

**9. AUTHORITY TO:**

N/A

**10. WORKING CONDITIONS**

- Normal office conditions;

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