



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Cash Flow Officer
JOB GRADE:	FMG/AT 2
DEPARTMENT:	Financial Management & Accounting Services
REPORTS TO:	Budget Officer
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

To ensure appropriate and timely Cash Flows to the Ministry and that these Cash Flows are allocated in a manner in keeping with the Budget to achieve the objectives of the Ministry.

KEY OUTPUTS

1. Quarterly and annually cash flow forecast prepared and submitted to the Ministry of Finance and Planning.
2. Control mechanism established to ensure that total allocation does not exceeds approved budget.
3. Allocation advices are prepared and submitted to Activity Managers.
4. Warrant allocated prepared and inputted on system
5. Commitment requisition prepared

KEY RESPONSIBILITY AREAS

1. Prepares Cash Flow Statements on a quarterly basis and submits to Budget Officer for discussion with the Director of Budget before submission to the Ministry of Finance and Planning
2. Allocates Warrant received from Ministry of Finance to Regional Health Authorities and other Activities on a monthly basis.
3. Checks allocation against budget to ensure that allocation did not exceed budget.
4. Inputs data of warrant allocation on Financial Management Information System for Capital and Recurrent Heads by Objects.
5. Prepares Allocation advices for Regional Health Authorities and other activities and sends to Regional Directors, Chief Executive Officers and Programme Managers.
6. Inputs Approved Budget and Supplementary Estimates on the Financial Management Information System for both Capital and Recurrent Heads by Objects.
7. Prepares commitment requisitions for Finance and Accounts Section and submits to Commitment Officer.

8. Informs and pays Health Corporation Limited of the amount allocated for drugs on behalf of the Regional Health Authorities.
9. Liaises with Regional Finance Directors on matters relating to Cash Flow.
10. Performs any other related duties assigned from time to time.

PERFORMANCE STANDARDS

1. Quarterly and Annual Cash Flow Forecast Statements are prepared and submitted to the Ministry of Finance and Planning on a timely basis according to stipulated guidelines.
2. Monthly Allocations kept within Warrant Releases.
3. Advises Regional Health Authorities' Directors of Finance and Programme Managers of amounts allocated on a monthly basis.

REQUIRED COMPETENCIES

Functional/ Technical Competencies	Level
Knowledge of policies, rules and regulations of the Ministry of Health and the wider Public Service.	2
Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulation	2
Use of Technology (included Government Automated Financial System)	2

Core Competencies	Level
Oral Communication	2
Written Communication	2
Integrity	2
Interpersonal skills	2
Compliance	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT Intermediate Stage - Or

- Certificate in Accounting from a Tertiary Institution
- Plus two (2) years experience - Or
- Level I and II of the Certificate of Government Accounting

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- N/A