



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Project Accountant
JOB GRADE: FMG/PA 3
DEPARTMENT: Finance Accounts and Budget
REPORTS TO: Principal Finance Officer
MANAGES: Accounting Technician (2); Accounting Clerks (2);
Secretary

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

Under the general direction of the Principal Finance Officer, the Project Accountant shall be responsible for managing the accounts of the Ministry of Health projects, whether financed by the Government of Jamaica or multilateral lending agencies.

KEY OUTPUTS

1. Statements of Accounts prepared.
2. Project cash flow statements prepared
3. Project bank accounts are maintained in keeping with the Financial Administration and Audit Act, and the requirements of funding agencies
4. Project fund reimbursement and payments are timely executed
5. Responses to audit queries prepared
6. Investment options to PFO, investment placed and accounts maintained

KEY RESPONSIBILITY AREAS

1. Ensures that standard accounting procedures consistent with the Financial Administration and Audit Act are adhered to and that the necessary records are maintained to meet the requirements of the Act.
2. Prepares monthly/special accounts on the management of the Unit to the Principal Finance Officer.
3. Participates in the preparation of project proposals for submission to lending agencies.
4. Assists the Principal Finance Director and Director of Projects to seek project funding sources.
5. Authorises project payment vouchers, adjusting journal and transactions based on project grant/loan agreement or approved budgets

6. Ensures that funding is available to meet project expenditure and that bills are paid on a timely basis.
7. Maintains Project Accounts in an appropriate manner in order to track project costs according to activities and source of fund as required by grant/lending agencies.
8. Collaborates with Project Managers and the Project Planning and Implementation Branch to develop and integrate project performance indicators Ministry wide.
9. Prepares Financial Reports by grant/lending Agency by Region and integrate with project milestones and the Ministry's strategic plan.
10. Participates in the preparation of annual budgets for projects (local and foreign) being undertaken by the Ministry of Health.
11. In conjunction with the Director of Projects and Project Managers, prepares and submits quarterly and yearly cash flows for Capital A and B projects for submission to the Ministry of Finance.
12. Prepares financial statements for projects as required in the prescribed formats for presentation to the Auditor General's Department, the Planning Institute of Jamaica, and the Ministry of Finance as required.
13. Coordinates project audits and the preparation of response to audit queries.
14. Assists the Director of Projects and Project Managers, in the preparation of quarterly and yearly cash flows projections for each project to be submitted to the Ministry of Finance.
15. Undertakes analysis of project expenditure against the approved budget and the warrant on a continuous basis and advise the Principal Finance Officer and Project Managers of the negative variances.
16. Assists the Director of Project Planning in allocating warrants to the various projects and a monthly basis.
17. Compiles and submits monthly accounts to the Ministry of Finance for Capital A and B Projects.
18. Prepares financial statements for all projects operated by the Ministry of Health Head Office and provide such reports to grant/lending

agencies, Project Managers, Programme Managers and Director of Project Planning and Implementation.

19. Ensures the timely reimbursement claims to grant/lending agencies and the Ministry of Finance as applicable.
20. Operates and reconciles all project bank accounts on a monthly basis i.e. Special Accounts, Project Bank Accounts and the Capital A and Capital B Project, NHF and CHASE.
21. Maintains the investment portfolio of the Ministry and provides monthly reports to Principal Finance Officer
22. Recommends investment options to the Principal Finance Officer and implement when authorized.
23. Attends meetings and conferences as directed by the Principal Finance Officer.
24. Organizes and conduct unit meetings with direct reports.
25. Evaluates performance of staff supervised.
26. Liaison with:

PERFORMANCE STANDARDS

1. Requirements of the Financial Administration and Audit Act and external funding agencies are strictly adhered to
2. Financial Statements and other reports are accurate and prepared on a timely basis
3. Project accounts are up-to-date and maintained in accordance with loan agreements

REQUIRED COMPETENCIES

Functional Competencies	Level s
Knowledge of Management Accounting, Financial Accounting and Cost Accounting	3
In-depth knowledge of the Financial Administration and Audit Act	3
Knowledge of financial requirements of major funding agencies	3
Use of Technology	3
Thorough knowledge of fundamental accounting principles and practices	3

Core Competencies	Level s
Good oral communication	3
Good written communication	3
Good analytical thinking	3
Good problem solving and decision making	3
Good planning and organising skills	3
Compliance	3
Good time management	3
Good interpersonal skills	3
Positive impact and influence	3
Teamwork and cooperation	3
Sound judgement	3

Good leadership skills	3
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MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Accounting or Management Studies with an accounting major
- Successful completion of relevant government accounting and computing courses; plus
- At least three (3) years experience at the professional level; or
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- To approve payments within specified limits