



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Bank Reconciliation Clerk
JOB GRADE: FMG/AC 2
DEPARTMENT: Finance and Accounts
REPORTS TO: Salaries Supervisor
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

Responsible for the proper and timely reconciliation of the salaries bank account to ensure that the bank and the Ministry's account agree with the balance in the Ministry's cash book.

KEY OUTPUT

1. Salaries bank account reconciled.
2. Bank statement and cashed cheques promptly collected
3. Reconciliation summary and details identified and resolved
4. Bank charges, debit advices and credit advices batched

KEY RESPONSIBILITY AREAS

1. Properly reconciles salaries bank account on a timely basis
2. Ensures that the bank statements and cashed cheques are collected promptly from the bank
3. Matches cash cheques against bank statements to ensure entries are accurately posted by the bank
4. Examines reconciliation summary and details, identify and resolve any discrepancies
5. Refers bank charges, debit advices, credit advices etc to supervisor for relevant action
6. Advices supervisor of errors in respect of items on the bank statement and follow up until errors are corrected
7. Any other related duties that may be assigned from time to time.

PERFORMANCE STANDARDS

1. Bank reconciliation statement prepared within stipulated timeframe.
2. Bank statement and cashed cheques collected within the established time frame

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Knowledge of FMIS system	2
Knowledge of FAA Act and other Government financial regulations	2
Use of Technology	2

Core Competencies	Level s
Written communication skills.	2
Oral communications	2
Interpersonal skills.	2
Planning and organizing skills	2
Teamwork and cooperation	2
Problem solving and decision making skills	1
Initiative	2
Analytical skills	2

MINIMUM REQUIRED QUALIFICATION 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