

NATIONAL PUBLIC HEALTH LABORATORY JOB DESCRIPTION

NAME:

POST: Accounting Technician 2 FMG/AT 2

MINISTRY: Health

SUMMARY: Supervisory. Certification/Authorization of Transactions, Management of Commitment, planning and control systems. Generation of internal control and management reports.

**RESPONSIBILITIES:
AND DUTIES** In discharging duties the incumbent shall:

1. Supervise the Accounts Department of the National Public Health Laboratory and the National Blood Transfusion Services.
2. See to the Maintaining of Proper Accounting Procedure.
3. Proper Custody of Cheques, Receipts Books, Gas Coupons, Invoice Order Books.
4. Control the release of Funds through maintaining of proper Commitment System. Actually do the Commitment himself.
5. Authorize Invoices Prepared and Claims Submitted.
6. Prepare Expenditure Statements and statements of fees collected on behalf of the National Public Health Laboratory and the National Blood Transfusion Service.
7. See to the Proper Preparing of Fortnightly Salaries, Authorize document for submission to cheque drawing post at Head Office, Ministry of Health.
8. Assist in the Compiling of Budgets of the National Public Health Laboratory and the Arithmetical accuracy of the budgets from the National Public Health Laboratory, National Blood Transfusion Service and the Immunology Unit.
9. Liaise with Store Keeper and Procurement Officers with the Intention of maintaining proper stock control.

10. Negotiate with suppliers of Goods and Services to maintain a good relationship and proper accounting relationship.
11. Monitor the keeping of Petty Cash Imprest in the National Public Health Laboratory and the National Blood Transfusion Services.
12. See to the issuing of Gas Coupons and the Maintaining of Proper Records.
13. Providing statistical information to the Administrator and Director to enable accurate decision making.
14. Do physical checking, spontaneously, of Laboratory fees collected by cashier.
15. Collecting cheques prepared from Head Officer Cashier and also Drafts from Chief Accountant or director of Finance at Head Office.
16. Deliver claims to Commitment Post, Head Office, for the preparing of Cheques for suppliers and service providers.
17. Prepare cash flow request documents
18. Do costing for Lump Sum Payments and Retro-active payments.
19. Perform any other related duties.

EXPERIENCE: Five (5) years working experience in a Senior Post - Accounting Dept.

QUALIFICATION: Diploma in Accounting from any Tertiary Institution
Or
Associates Degree in Accounting & 3 years Experience
Or
Certification in Government Accounting & 4 years Experience