



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE</b>	<b>Assistant Final Accounts Officer</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Final Accounts & Reporting Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Director, Final Accounts & Reporting
<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 Director, Final Accounts and Reporting, the Assistant Final Accounts Officer is responsible for the preparation and posting of journal vouchers and assisting in the timely reconciliation of bank accounts.

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

- Journal Vouchers properly prepared;
- Journal Voucher posted;
- Journal Voucher filed.

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

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

- Receives documents for the preparation of journals from respective officers and prepare same;
- Prepares journal vouchers according to the correct code classification;
- Assigns journal voucher numbers according to the number sequence adopted;
- Posts journal and checks the correctness of posting;
- Inserts journal vouchers in FinMan. System;
- Maintains Journal Voucher files.
- Assist in the ticking off of cheques on bank statements noting all discrepancies found;

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- Sort cheques in numerical and date order;
- Files cheques;
- Assists in the posting of Bank Statements.

#### **B.) Other Responsibilities:**

- Performs other related duties that may from time to time be assigned by the Director Final Accounts & Reporting.

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

- Journal Vouchers properly prepared in a timely manner;
- Journal Voucher accurately posted in a timely manner and in keeping with established guidelines;
- Journal Vouchers filed sequentially, maintained and easily retrieved.

#### **5. INTERNAL AND EXTERNAL CONTACTS**

i.) Internal

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Director Final Accounts and Reporting	Professional advice, receives directives, and guidance, work assignments, information regarding portfolio, and provide feedback.
Senior Final Accounts Officer	Preparation of Accounts
Finance Accounts Officer	Preparation of Journal
Financial Systems Manager	Accounting Software support,

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## ii) External Contact

Contact	Purpose of Communication

## 6. REQUIRED COMPETENCIES

### **Core**

- **Core**
- Good planning skills;
- Good time management skills;
- Good presentation, oral and written communication skills;
- Good team and interpersonal skills
- Good Computer skills;
- Keen eye for detail;
- Good work attitude
- Sound personal and professional integrity;
- Maintains a high level of productivity and self-direction.

### **Technical**

- Knowledge of the laws, regulations, principles and practices relating to public sector financial accounts and general ledger;
- Knowledge of manual and automated bank reconciliation;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

## 7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT or CAT Level 1

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OR

- Certificate in Accounting from a recognised tertiary Institution plus two (2) years experience;

OR

- Levels 1 and 11 of the Certificate in Government Accounting

OR

- Satisfaction of the Proficiency criteria.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Required to work beyond normal working hours, whenever the need arises.

**9. AUTHORITY TO:**

- Prepare and post Journal Vouchers

**10. WORKING CONDITIONS**

- Normal office conditions;

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