



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Accounting Technician (Project)

**JOB GRADE:** FMG/AT 3

**DEPARTMENT:** Finance and Accounts

**REPORTS TO:** Project and Accounts

**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**

Verify and certify accounting transactions, statements and journals in accordance with approved funding agency requirements, government procurement guideline and the FAA Act. Update and maintain accounting records and files based on established guidelines. Assist Project Accountant in maintaining controls over project accounting activities and accounting staff.

**KEY OUTPUTS**

1. Payment vouchers and statements certified.
2. Draft project financial statements prepared.
3. Project bank accounts and project activities reconciled
4. Reports prepared
5. Audit schedules and responses prepared.
6. Project advances cleared
7. Project Fixed Asset Register updated and reconciled with Master MOH Fixed Asset Register quarterly.
8. Supervision given

**KEY RESPONSIBILITY AREAS**

1. Draft Project financial Accounting reports and Statement
2. Certify payment vouchers and journal vouchers for project transactions.
3. Reconcile project salary reimbursement to the Salaries Bank Account and initiate the payment process
4. Maintains General Ledger by project activities and object codes and reconcile project activities to Project deliverables and the General Ledger monthly
5. Maintain Fixed Asset by project, and effect periodic site visits to reconcile such information with Project Financial Records.

6. Maintain Investment Ledgers, Security Register, book interest earned, report investments monthly and assist the Project Accountant in the banking arrangement for the securities
7. Reconcile bank accounts and Investment balances monthly.
8. Ensure that loan transactions are booked for the Regional Health Authority Loan Scheme and individual account balances updated and reconciled to the General Ledger monthly for regions assigned.
9. Report advances from Capital A and B project and other projects assigned and prepare the necessary journal entry to clear such advances.
10. Remit contractor's Levy or other taxes withheld for the Government of Jamaica within specified time frames
11. Check Quantity Surveyor's certificates for works contracts against such contracts and the approved variation orders and retention releases before payments are certified. Report any discrepancies immediately to the Project Accountant
12. Report daily cash balance by project daily to the Project Accountant
13. Research data for response to audit queries and prepare audit schedules
14. Respond to queries on project activities and maintain a log of these activities and report them monthly.
15. Any other relevant duties that may be assigned from time to time

### **PERFORMANCE STANDARDS**

1. Monthly Draft Project financial statements complete and expenditures accurately coded.
2. Project advances are cleared and appropriately expensed in time specified
3. Project Bank accounts reconciled monthly and recommendations made to correct stale dated cheques and other reconciling items, or to follow up on other items for investigation as necessary
4. Project General Ledgers and sub-ledgers updated daily and reconciled monthly.

5. Works certificates analysed based on established guidelines before payments are certified
6. Project foreign exchange transactions booked monthly
7. Individual loan accounts updated and reported for regions assigned monthly
8. Analyse collections against salary deduction authorizations and report deficiencies to Project Accountant
9. Project Fixed Asset Register updated and reconcile with the MOH Master Fixed Asset Register

### **REQUIRED COMPETENCIES**

<b>No.</b>	<b>Functional / Technical Competencies</b>
1	Knowledge of the Finance Administration and Audit Act
2	Knowledge of International Accounting Standard
3	Excellent knowledge of Microsoft Spread Sheet and Word Application

<b>No.</b>	<b>Core Competencies</b>
1	Excellent oral and written communication skills
2	Ability to apply analytic procedure to accounting information
3	Good problem solving and multi-tasking skills
4	Good leadership and interpersonal skills

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- AAT Level 3 or ACCA/CAT Level 3 or ACCA Level 1
- Diploma in Accounting from a recognised University e.g. UTECH or ASc. Accounting, MIND
- Completion of revised Certification in Government Accounting Course – or
- Bachelor’s Degree in Accounting or Management studies with Accounting from recognised University e.g. UTECH, UWI
- Minimum of five years (5) years working experience in government accounting of which two (2) should be a senior Accountant level.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Exposure to confidential and sensitive information.

### **AUTHORITY**

- Certify Payment Vouchers
- Initiation of accounting journals for primary entries
- Supervise Accounting Clerks