



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Accounts Payable Clerk
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Expenditure Control & Accounts Branch
SECTION/UNIT:	Accounts Payable Unit
REPORTS TO:	Manager, Accounts Payable
MANAGES:	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

1. JOB PURPOSE (Reason for Existence)

Reporting to the Manager, Accounts Payable, the Accounts Payable Clerk is responsible for the preparation of payment vouchers and maintenance of registers.

2. KEY OUTPUTS (Results, Deliverables)

- Payment vouchers prepared;
- Memorandum registers maintained.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities

- Receives invoices, claims bills etc and write up payment vouchers using the appropriate form and ensuring the correctness of:
 - (a) Payee;
 - (b) Amount payable;
 - (c) Account code;
 - (d) Purpose or description of payment;
 - (e) Authority or file reference.
- Maintains memorandum registers:
 - (a) Utility Register;
 - (b) Contract Register;
 - (c) Travel Claim Register

B.) Other Responsibilities:

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- Performs other related duties that may from time to time be assigned by the Manager, Accounts Payable.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Payment vouchers accurately, properly and promptly prepared;
- Memorandum registers properly maintained.

5.) INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Manager, Accounts Payable	Professional advice, receives directives, and guidance, work assignments, information regarding portfolio, and provide feedback.
Senior Accounts Payable Office	Professional advice and assistance
Accounts Payable Officer	Professional advice and assistance

ii) External Contact

Contact	Purpose of Communication

6.) REQUIRED COMPETENCIES

Core

- Good time management, planning and organisational skills;
- Good presentation, oral and written communication skills;
- Good interpersonal skills

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Prepared by: HR Consultant,

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- Good skills in teamwork and cooperation;
- Keen eye for detail;
- Initiative;
- Sound personal and professional integrity;
- Ability to cope well under pressure and meet tight deadlines;
- Maintains a high level of productivity and self-direction.

Technical

- Knowledge of the Financial Administration and Audit Act (FAA ACT) and other Government Financial Regulations;
- Good knowledge of the GoJ Pay System.

7.) MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- CXC/GCE passes in a minimum of four (4) subjects including Mathematics or Accounts and English;
- Training in Basic Accounting

8.) SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9.) AUTHORITY TO:

Accounts Payable Clerk
Ministry of Health.

Finance and Accounts Division,

- N/A

10.) WORKING CONDITIONS

- Normal office conditions;