



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Disbursement Clerk</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Expenditure Control & Accounts Branch
<b>SECTION/UNIT:</b>	<b>Disbursement Unit</b>
<b>REPORTS TO:</b>	Manager, Disbursement
<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 Manager, Disbursement the Disbursement Clerk ensures proper pre-listing of payment vouchers and the maintenance of an efficient filing system.

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

- Payment Vouchers pre-listed;
- Filing system for payment vouchers maintained;
- Summaries drafted

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

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

- Numbers payment vouchers consecutively and enter in Pre-list Book;
- Totals Pre-list Book and verifies total with that on list of payment vouchers generated through the Financial Management Information System;
- Submits Pre-listing vouchers, to certifying officers for certification;
- Stamps “PAID” on all payment vouchers after they are fully processed;
- Files payment vouchers in numerical sequence for easy retrieval by auditors etc;
- Records cheque numbers on commitment requisitions;
- Retrieves payment vouchers from the strong room as requested;

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- Stamps out files for persons in Division who need to make reference to payments the day after cheques are drawn;
- Drafts summaries and submits to Manager, Disbursement for submission to the Accountant General.

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

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

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

- Pre-listing of payment vouchers are accurate and done within stipulated time frame;
- Filing system for payment vouchers maintained in an efficient manner;
- Drafting summaries prepared in a timely manner.

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

i.) Internal

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Manager, Disbursement	Professional advice, receives directives, and guidance, work assignments, information regarding portfolio, and provide feedback.
Members of staff in Unit	Matters relating to payment vouchers
Management Accounts Unit	Matters relating to payment vouchers

ii) External Contact

<b>Contact</b>	<b>Purpose of Communication</b>

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## 6. REQUIRED COMPETENCIES

### Core

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

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**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

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

**9. AUTHORITY TO:**

N/A

**10. WORKING CONDITIONS**

- Normal office conditions;

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