



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Accounting Technician (Salaries)  
**JOB GRADE:** FMG/AT 3  
**DEPARTMENT:** Finance and Accounts  
**REPORTS TO:** Director of Finance 3  
**MANAGES:** Accounting Clerks- Salaries (4)

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**

Under the general supervision of the Director of Finance 3 is responsible for the efficient operation of the Salaries Unit

## **KEY OUTPUTS**

1. Salaries are correct and paid on time
2. Tasks are assigned
3. Salaries bank accounts monitored
4. Statements and annual returns prepared

## **KEY RESPONSIBILITY AREAS**

1. Scheduling tasks and reviewing the work of the staff.
2. Ensure that salaries, allowance and deductions for monthly and fortnightly paid staff are correct and paid on time.
3. Liaising with Personnel Section to obtain advice, directions concerning payment related to new appointments, promotions, acting allowances and any other salary related matters where necessary
4. Ensuring that the salaries bank account is funded (account is monitored to avoid overdraft).
5. Ensure that the Annual Returns (NIS, NHT, and Income Tax) are correctly prepared and dispatched on time.
6. Prepare statements (voucher) of amounts to be charged to the various Programmes, Sub-Programmes and Activities and compares with allocation made. Any variances are brought to the attention of Senior Officers.
7. Ensuring that indebtedness to government is calculated and/or recovered.
8. Ensuring the calculation of earnings over a period as requested and resulting from officers leaving the Government Service, retirement, expiry of employment contract, or on study leave.
9. Performs any other related duties which may be delegated by Supervisor.

## **PERFORMANCE STANDARDS**

1. To ensure timely delivery of staff remuneration
2. Accuracy is consistently maintained
3. Confidentiality and integrity is exercised.
4. Commitment maintained in accordance with the Financial Administration and Audit Act and Instructions.
5. Salary bank Account is monitored to avoid overdraft

## **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Level s</b>
Excellent knowledge of Government & General Accounting	
Excellent knowledge of the Financial Administration and Audit Act and other Government Financial Regulations	
Excellent knowledge of the Financial Management Information System	
Good technical skills	
Specific competence in the administration of payroll	

<b>Core Competencies</b>	<b>Level s</b>
Good oral Communication	
Excellent written communication skills	
Problem Solving and Decision Making	
Leadership	
Integrity	
Compliance	
Interpersonal skills	
Good oral Communication	

## **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- AAT Level 3 or ACCA/CAT Level 3 or ACCA Level 1- or
- Diploma in Accounting from a recognised University e.g. UTECH or A Sc. Accounting, MIND - or

- Completion of revised Certificate in Government Accounting Level 2 Course - or
- Bachelor's Degree in Accounting or Management studies with Accounting from recognised University e.g. UTECH, UWI

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions

**AUTHORITY**

- Sign Cheques on Ministry's bank accounts
- Sign Standing Order