



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Senior Accounts Payable Officer (Claims Processing)</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>Accounts Payable Unit</b>
<b>REPORTS TO:</b>	Manager Accounts Payable Officer
<b>MANAGES:</b>	Accounts Payable Officer (Claims Processing) Accounts Payable Clerk

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, Accounts Payable, the Senior Accounts Payable Officer is responsible to ensure that the approved budgetary estimates are utilized according to the Corporate Plan.

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

- Travel claims processed;
- Payment Vouchers checked;
- Cheques printed;
- Travel Registers maintained;
- Purchase orders checked;
- Human Resource needs identified and addressed.

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

#### **A.) Management/Administrative Responsibilities**

- Participates in the preparation of the Units Operational and Work Plans;
- Assists in the preparation of reports as requested;

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

- Processes travel claims (local and foreign) for all travelling officers and ensure compliance in accordance with the FAA Act and other established guidelines of the Ministry of Finance and the Public Service (MoFP)
- Submits commitment requisition forms to the Management Accounts Unit;
- Checks travel vouchers to ensure that claims are properly prepared and certified, rates, codes and calculations are correct;

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Senior Accounts Payable Officer,  
Division, Ministry of Health.

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- Prepares commitment requisition for travelling allowance with the correct accounting codes, activity and amount to be paid by the Accountant General's Department;
- Checks and certifies travelling officer's lodgments for disbursement to their bank accounts;
- Handles queries from travelling officers regarding payment of travel claims;
- Updates and maintains travel registers with the travelling officers' current motor vehicle information and record all travelling allowance and mileage paid to each travelling officer monthly;
- Liaises with the Human Resource Division for copies of travelling officers valid car documents when they are due;
- Checks payment vouchers, invoices, commitment requisitions and all supporting documents for correctness of details regarding payee, amount payable, accounting codes and purpose of payment;
- Certifies payment vouchers on Financial Management Information System (FMIS) and submit for authorization;
- Checks purchase orders for correctness of details regarding quantity, description of goods ensuring that what is prepared is the same as requested on the pro-forma invoice and Commitment Requisition Voucher;
- Receives cheques which are issued by duly authorized personnel;
- Prints payment vouchers that are related to cheques and ensure they are duly signed by the relevant persons;
- Prints cheques and cheque listing summary sheets.

#### **B.) Human Resource Responsibilities**

- Manages the welfare and development of staff supervised through the Performance Appraisal System;
- Provides effective leadership to staff supervised through objective setting, delegating and communicating;
- Identifies training/development needs of staff supervised and makes recommendations as required;

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Finance and Accounts

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- Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed;
- Foster teamwork, a harmonious working environment and promotes collaborative working across the Section;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Branch;
- Ensures that staff supervised is provided with adequate and appropriate physical resources to undertake duties efficiently and effectively;
- Recommend leave for staff supervised in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts ad hoc meetings with staff supervised.

**C.) Other Responsibilities:**

- 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)**

- Travel claims processed to ensure compliance in accordance with the FAA Act and other established guidelines of the Ministry of Finance and the Public Service (MoFP);
- Payment Vouchers checked; to ensure that claims are properly prepared and certified, rates, codes and calculations are correct;
- Cheques printed in a timely manner;
- Travel Registers maintained in accordance with established accounting procedures;

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- Purchase orders checked for correctness of detail and in accordance with established procedures;
- Human Resource needs identified and addressed in a timely manner.
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i.) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Director, Financial Accounts	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Manager, Accounts Payable	Professional advice, receives directives, and guidance, work assignments information regarding portfolio, and provide feedback.
Management Accounts Unit	Matters relating to commitment requisitions
Programme/Project Managers	Matters relating to payment of travel claims
Members of staff	Matters relating to payments of travel claims

### ii) External Contact

Contact	Purpose of Communication

## 6. REQUIRED COMPETENCIES

### Core

Senior Accounts Payable Officer,  
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Finance and Accounts

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- Good time management and organisational skills;
- Good planning and monitoring skills;
- Sound analytical and judgment skills;
- Good presentation, oral and written communication skills;
- Good team building and interpersonal skills;
- Good problem solving skills;
- Keen eye for detail;
- 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**

- Sound knowledge of the laws, regulations, principles and practices relating to government accounting;
- Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulations;
- Knowledge in operating GoJ Computerized Accounting System.
- Competence in the use of spreadsheets and various computerized accounting systems. including computer applications

#### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- Certificate or Diploma in Accounting, Management or Business Administration from a recognised institution;  
OR  
CAT or AAT level A and 1 respectively;
- Plus successful completion of the relevant government accounting and computing courses and at least three (3) years experience;

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Finance and Accounts

- Satisfaction of the Proficiency criteria;
- Any equivalent combination of education and experience.

#### **8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

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

#### **9. AUTHORITY TO:**

- Check travel vouchers;
- Print cheques.

#### **10. WORKING CONDITIONS**

- Normal office conditions;

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