



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

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

1. JOB PURPOSE (Reason for Existence)

Reporting to the Director, Financial Accounts, the Manager, Accounts Payable is responsible for coordinating and monitoring the payment of the Ministry's bills within the budgetary limits and period to which they relate.

The incumbent is also responsible for the supervision of the Accounts Payable Unit, ensuring that the Unit's objectives are achieved.

2. KEY OUTPUTS (Results, Deliverables)

- Accounting records maintained;
- Response to Audit queries;
- Financial and other reports prepared and submitted;
- Monthly expenditure monitored;
- Selection of vouchers to be paid;
- Payments transmitted;
- Applications for travel (local and foreign) reviewed and checked;
- Payment and journal vouchers authorized and updated;
- Financial Statements signed;
- Human Resource needs identified and addressed,

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Assists with the preparation and maintenance of operations and procedures manual to guide the activities of the Unit and ensure effective internal control;

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- Ensures that all accounting records within the unit are maintained in accordance with established procedures;
- Acts as signatory to specified bank accounts of the Ministry;
- Undertakes responsibility for the custody of blank cheques, purchase orders and receipts books and ensures adequate supply are in stock;
- Prepares draft response to audit queries in relation to the Unit and implements agreed recommendations;
- Prepares and submits financial and other reports as required, ensuring the provision of accurate and timely information for decision making.
- Assists and guides account payable officers on technical issues or in resolving problems encountered;
- Participates in the preparation of the Units Operational Plan and Budget.

B.) Technical/Professional Responsibilities

- Monitors monthly expenditure ensuring they are in keeping with budgetary allocations;
- Maintains record of all recurring payments as well as all routine or ongoing contractual obligations (e.g. Janitorial Services, consultancy services, travel claims etc.);
- Ensures that invoices, bills etc are received for all known recurring and ongoing contractual obligations and that these are booked in accounts payable;
- Liaises with the Commitment Control Officer, Project Accountant and Programme Managers regarding any new service or acquisition of any goods, stores or assets which has or will give rise to a liability on the part of the Ministry;
- Effects payment in FinMan priority basis;
- Selects vouchers to be paid based on priority policy and given the level of funds available;

- Ensures that vouchers to be paid are batched and distributed to certifying officers for certification and subsequently to authorising officers for authorisation;
- Ensures that accounts are updated with the vouchers to be paid and that cheques are correctly printed signed and disbursed;
- Ensures that cheque numbers are entered on all payment vouchers and that vouchers are properly filed;
- Transmits payments via Central Treasury Management System (CTMS) to Accountant General's Department;;
- Authorises and update payment and journal vouchers on FinMan;
- Verifies payment vouchers on Central Treasury Management System(CTMS);
- Participates in the preparation and review of Non-Tax Revenue of Estimates budget;
- Authorise and update receipts, lodgements, and the printing of cheques on FinMan
- Facilitates the opening of new Bank Accounts;
- Reviews and checks applications for all travel (local and foreign) for all Heads of Estimates;
- Maintains individual Bank Accounts for Recurrent, Capital A and B, Deposit Account and Salaries;
- Lodges balances in the account at the end of the Financial Year to the Consolidated Fund;
- Maintains liaison with the Ministry's Banks, associated Agencies/Departments and other external associates as necessary;
- Maintains contact with Accountant General's Department and the Ministry of Finance and the Public Service on matters relating to the CTMS;
- Signs monthly Financial Statements;
- Keeps unpaid bills and other financial commitments to a minimum;

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- Trains and guides officers in procedures for thoroughly checking bills, claims, vouchers etc.;
- Examines all incoming files, correspondence, claims, vouchers submitted to the unit and assigned to respective accounts payable officer for detail checking along with any note for their guidance;
- Monitor the rate of work of accounts payable officers ensuring that claims, vouchers etc. that are assigned for checking are processed within a reasonable time.

C.) 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;
- 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 Branch;
- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- 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 monthly and other ad hoc meetings with staff supervised.

D.) Other Responsibilities:

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

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Accounting records maintained in accordance with established procedures;
- Audit queries are kept at a minimum, response made in a timely manner and recommendations implemented in accordance to established timeframe;
- Financial Statements, and reports prepared and submitted are accurate, on time and provides adequate information to aid the decision making;
- Monthly expenditure monitored ensuring they are in keeping with budgetary allocations and according to agreed priorities;
- Selection of vouchers to be paid based on priority policy and given the level of funds available;
- Payments transmitted to the Accountant General's Department in accordance with established guidelines and in agreed timeframe;
- Application for travel (local and foreign) appropriately reviewed and checked in accordance with established procedures and in a timely manner.
- Payment and journal vouchers authorized and updated in accordance with set procedures;
- Financial Statements signed in a timely manner;
- 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.

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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, work assignment, information regarding portfolio, and provide feedback.
Members of staff in the Unit	Professional advice, guidance, information regarding portfolio,
Programme Managers	Matters relating to payment of goods/services
Other members of staff and related Department s and Agencies	Matters relating to payments other than salaries

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and Planning	Collaborate on critical insight in respect to portfolio, matter relating to Central Treasury Management System.
Accountant General's Department	Matters relating to Central Treasury Management System
Bankers, Contractors etc	Matters relating to payments

6.) REQUIRED COMPETENCIES

Core

- Good time management and organisational skills;
- Good planning and monitoring skills;
- Sound analytical and problem solving skills;
- Good presentation, oral and written communication skills;

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- Good leadership, teambuilding and interpersonal skills
- Good skills in teamwork and cooperation;
- Excellent Computer skills;
- Keen eye for detail;
- Initiative;
- Sound personal and professional integrity;
- Ability to manage people of diverse skills;
- 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;
- Knowledge of the Financial Administration and Audit Act (FAA 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

- A Bachelor's degree in Accounting or Business Administration from a recognised institution;
- Plus successful completion of the relevant government accounting and computing courses and at least three (3) years experience;
- Satisfaction of the Proficiency criteria;

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- 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:

- Transmit payments to the Accountant General's Department;
- Authorize and update payment and journal vouchers on FinMan;
- Authorize the printing of cheques

10.) WORKING CONDITIONS

- Normal office conditions;

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