



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Accounting Clerk (Disbursement)

JOB GRADE: FMG/AC II

DEPARTMENT: Finance and Accounts

REPORTS TO: Principal Finance Officer

MANAGES: N/A

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

The overall responsibility for the disbursement of cheques, collection and lodgement of revenue to the respective bank accounts of the Ministry, thus contributing to the accountability of Government funds.

KEY OUTPUTS

1. Prompt lodgement of revenues
2. Accurate accountability of monies collected
3. Accurate disbursement of cheques
4. Dispatching of Miscellaneous Revenue lodgement Summary to Accountant General

KEY RESPONSIBILITIES AREAS

1. Receives cash by hand or through the Value book
2. Issues official receipts for monies collected –Recurrent, Capital A & B, Miscellaneous Revenues, Deposit Account.
3. Post receipts on the FMIS System
4. Compiles and makes lodgements
5. Maintains petty cash register
6. Disburses petty cash
7. Disburses cheques
8. Prepares contractor's levy returns

PERFORMANCE STANDARDS

1. Prompt lodgement of funds within guidelines
2. Submission of miscellaneous revenue statement within stipulated time frame
3. Accurate records of transactions

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level
Use of Technology	1
Knowledge of FMIS system	2
Knowledge of FAA Act	2

Core Competencies	Level
Written communication skills.	2
Oral communications	2
Interpersonal skills.	2
Planning and organizing skills	2
Teamwork and cooperation	2
Initiative	2

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 – Plus
- At least one (1) year working experience in the accounting field

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- N/A