



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Accounting Technician (Disbursement)
JOB GRADE:	FMG/AT II
DEPARTMENT:	Finance and Accounts
REPORTS TO:	Accounting Technician III
MANAGES:	Accounting Technician I, 2 Accounting Clerks, Cashier

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

To ensure the accurate and timely processing of transactions, preparation of monthly financial statements and assist in the supervision of the Disbursement Unit which contribute to the efficient performance of the Finance and Accounts Division.

KEY OUTPUTS

1. Monthly financial statements prepared
2. Summary of Expenditure Cheques Issued to Accountant General submitted
3. Payments prepared
4. Summary of Journal Transaction prepared

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

1. Manages the work and staff of the disbursement unit.
2. Maintains leave cards for the Accounts Branch.
3. Ensures that staff provides a high level of service to customers.

Professional Responsibilities

1. Prepares journal summary.
2. Reconciles journal summary to trial balance and produce accurate financial statements.
3. Authorizes payments.
4. Verifies expenditure Cheques Issued Summaries and submit to the Accountant General Department.
5. Authorizes electronic transfers.
6. Signs cheques issued on Ministry's bank accounts.

Human Resource Responsibilities

1. Recommends departmental and vacation leave.
2. Evaluates staff based on performance.
3. Recommends staff training needs.

PERFORMANCE STANDARDS

1. Prepares Journal Summary and Reconcile with changes in Trial Balance within seven (7) days of month end
2. Prepares Financial Statements for Signature within 10 days of month end
3. Submits Expenditure Cheques Summary Daily the day after each Business day
4. Authorizes Payments within same day of receipt
5. Prepares Performance Evaluation Reports within stipulated time frame

REQUIRED COMPETENCES

Functional/Technical Competencies	Level
Excellent knowledge of Government & General Accounting	2
Excellent knowledge of the Financial Administration and Audit Act and other Government Financial Regulations	3
Excellent knowledge of the Financial Management Information System	2
Good technical skills	3
Use of Technology	2

Core Competencies	Level
Good oral Communication	2
Excellent written communication skills	2
Problem Solving and Decision Making	2
Leadership	2
Integrity	2
Compliance	2
Interpersonal skills	2

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

- N/A