



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

<b>JOB TITLE:</b>	<b>Project Accountant</b>
<b>JOB GRADE</b>	
<b>POST NUMBER:</b>	<b>56806</b>
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Projects Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Principal Finance Officer
<b>MANAGES:</b>	2 Project Accounts Assistant 2 Accounting Technician 1 Secretary OPS/SS 2

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)**

Under the general direction of the Principal Finance Officer, the Project Accountant is responsible for managing the accounts of the Ministry of Health projects, whether financed by the Government of Jamaica or multilateral lending agencies.

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

- Project Accounts maintained;
- Project cash flow statements prepared;
- Project bank accounts are maintained;
- Project fund reimbursement and payments executed;
- Financial Statements and other reports prepared;
- Responses to audit queries prepared;
- Investment options to PFO, investment placed and accounts maintained.

**3. KEY RESPONSIBILITIES (Activities, Tasks)****A.) Management/Administrative Responsibilities**

- Participates in the development of the Operational Plan for the Division;
- Participates in the preparation of annual budgets for projects (local and foreign) being undertaken by the Ministry of Health;
- Participates in the development of the annual Work Plan for the Division;
- Prepares annual individual Work Plan;
- Complies and submits monthly reports to the Ministry of Finance and the Public Service for Capital A and B Projects.

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- Prepares and submits monthly/special reports on the management of the Branch to the Principal Finance Officer.

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

- Ensures that standard accounting procedures consistent with the Financial Administration and Audit Act are adhered to and that the necessary records are maintained to meet the requirements of the Act;
- Participates in the preparation of project proposals for submission to lending agencies;
- Assists the Principal Finance Officer and Director of Project Planning and Implementation to seek project funding source;
- Authorises project payment vouchers, adjusting journal and transactions based on project grant/loan agreement or approved budgets;
- Ensures that funding is available to meet project expenditure and that bills are paid on a timely basis;
- Maintains Project Accounts in an appropriate manner in order to track project costs according to activities and source of fund as required by grant/lending agencies;
- Collaborates with Project Managers in the Regions and Agencies and the Project Planning and Implementation Branch to develop and integrate project performance indicators Ministry wide;
- Prepares Financial Reports by grant/lending Agency by Region and integrate with project milestones and the Ministry's strategic plan;
- Collaborates with the Director of Project Planning and Implementation and Project Managers, prepares and submits quarterly and yearly cash flows for Capital A and B projects for submission to the Ministry of Finance and the Public Service;
- Prepares financial statements for projects as required in the prescribed formats for presentation to the Auditor General's Department, the Planning Institute of Jamaica, and the Ministry of Finance and the Public Service;
- Coordinates project audits and the preparation of response to audit queries;

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- Assists the Director of Project Planning and Implementations and Project Managers, in the preparation of quarterly and yearly cash flows projections for each project to be submitted to the Ministry of Finance and the Public Service;
- Undertakes analysis of project expenditure against the approved budget and the warrant on a continuous basis and advice the Principal Finance Officer and Project Managers of the negative variances;
- Assists the Director of Project Planning and Implementation in allocating warrants to the various projects on a monthly basis;
- Compiles and submits monthly reports to the Ministry of Finance and the Public Service for Capital A and B Projects;
- Prepares financial statements for all projects operated by the Ministry of Health Head Office and provide such reports to grant/lending agencies, Project Managers, Programme Managers and Director of Project Planning and Implementation;
- Ensures the timely reimbursement claims to grant/lending agencies and the Ministry of Finance and the Public Service as applicable;
- Operates and reconciles all project bank accounts on a monthly basis i.e. Special Accounts, Project Bank Accounts and the Capital A and Capital B Project, NHF and CHASE;
- Maintains the investment portfolio of the Ministry and provides monthly reports to Principal Finance Officer;
- Recommends investment options to the Principal Finance Officer and implement when authorized;
- Attends meetings and conferences as directed by the Principal Finance Officer.

### **C.) Human Resource Responsibilities**

- Ensures the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective

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planning, delegation, communication, training, mentoring and coaching;

- Identifies training/development needs of staff supervised and makes recommendations as required;
- Establishes and maintains a system that fosters a culture of team work, employee empowerment and commitment to the Branch's goals;
- Fosters an atmosphere of trust, high ethical and confidential standard;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Division/Branch;
- Recommends leave for staff supervised in keeping with established Human Resource policies and procedures;
- Participates in the recruitment of staff for the Branch, recommends promotion;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Organizes and conducts monthly and other ad hoc unit meetings with direct reports.

**D.) Other Responsibilities:**

- Other related duties, as assigned by the Principal Finance Officer.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Project Accounts are up-to-date and maintained in accordance with loan agreements;:
- Project cash flow statements prepared and submitted within given deadline;
- Project bank accounts are maintained in keeping with the Financial Administration and Audit Act, and the requirements of funding agencies;
- Project fund reimbursement and payments executed;

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- Financial Statements and other reports are accurate, comprehensive and prepared on a timely basis;
- Responses to audit queries prepared and submitted in a timely manner;
- Investment options to PFO, investment placed and accounts maintained in accordance with the Financial Administration and Audit Act (FAA ACT);
- Requirements of the Financial Administration and Audit Act and external funding agencies are strictly adhered to.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback on financial matters
Principal Finance Officer	Obtain advice, receive directives and guidance, work assignments information regarding portfolio and provide feedback on financial matters
Chief Medical Officer	Matters relating to projects with financial implications,
Director of Project, Planning and Implementation	Seek project funding. Develop performance indicators. To prepare and submit quarterly and yearly cash flow projections.
Other Directors of the Ministry	Matters relating to Project payments.
Regional Health Authorities – Regional Directors, Directors, Project Managers	Matters relating to allocation, funding and payments of Project
Chief Executive Officer in Departments and Agencies	Matters relating to allocation, funding of, projects.
NHF	Reconciliation of project bank accounts

### ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Submission of quarterly and yearly cash flows for Capital A & B projects. Cash flows projections for each project. Monthly

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	reports, Financial Statements
Auditor General's Department	Audit reports, queries and responses. Financial Statements for Project
Planning Institute of Jamaica	Financial Statements for Projects
CHASE	Reconciliation of project bank accounts

## 6. REQUIRED COMPETENCIES

### Core

- Excellent oral and written communication skills;
- Excellent leadership skills;
- Good skills in teamwork and cooperation;
- Good analytical, critical thinking skills;
- Good decision-making and problem solving skills;
- Good interpersonal skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;

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- Keen listener;
- Managing external relationships;
- Ability to demonstrate a high level of initiative, professionalism and confidentiality;
- Excellent integrity/ethics exercised in the performance of duties;
- Maintains a high level of productivity and self-direction.

#### **Technical**

- Knowledge of Management Accounting, Financial Accounting and Cost Accounting;
- Thorough knowledge of the FAA Act;
- Knowledge of financial requirements of major funding agencies;
- Thorough knowledge of fundamental accounting principles and practices;
- In-depth knowledge of the Public Service Staff Orders and government policies and regulations;
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

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

- Bachelor's degree in Accounting or Management Studies with an accounting major from a recognized institution;
- Successful completion of relevant government accounting and computing courses;
- At least three (3) years experience at the professional level;

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- Any equivalent combination of education and experience.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Typical working environment, no adverse working conditions
- Required to work beyond normal working hours as the need arises;
- Required to travel locally.

**9. AUTHORITY TO:**

- Approve payments within specified limits.

**10. WORKING CONDITIONS**

- Normal office conditions;