



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Accounting Technician (Checking Officer)
JOB GRADE: FMG/AT 2
DEPARTMENT: Finance & Accounts
REPORTS TO: Accounting Technician 3 (salaries Supervisor)
MANAGES:

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 the preparation and checking of staff salary and assist in the supervision of junior staff for efficient performance of the Finance and Accounts Division.

KEY OUTPUTS

1. Reports prepared
2. Certification done
3. Deduction listing prepared and dispatched
4. Lodgements dispatched
5. Liaise with relevant stakeholders

KEY RESPONSIBILITY AREAS

1. Prepare relevant salary reports and financial journals
2. Check and sign amendments on salary earning records
3. Certify monthly & fortnightly calculations
4. Consolidate monthly & fortnightly controls
5. Prepare master deductions listings
6. Prepare correspondence as needed
7. Dispatch deduction cheques to post office, relevant institution and Inland Revenue department on a timely basis
8. Prepare lodgments and send to respective banks
9. Supervise salary clerks
10. Any other duties assigned

PERFORMANCE STANDARDS

1. Salary reports accurately prepared and submitted on time.
2. Deductions are dispatched to relevant institution according to requirements.
3. Monthly and fortnightly calculations certified correct
4. Monthly and fortnightly controls consolidated accurately

5. Lodgements prepared for dispatched according to requirements
6. Assist with the preparation of Performance Evaluation Report(PER) for Accounting Clerks

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Knowledge of Public Service Regulations, Staff Orders, Financial Administration Act and other regulations and procedures governing the Public Sector.	
Excellent knowledge of Government & General Accounting	
Excellent knowledge of the Financial Management Information System	
Good technical skills	
Specific competence in the administration of payroll	

Core Competencies	Level s
Oral communication skills	
Written communication skills	
Leadership	
Planning and organizing skills	
Problem Solving and Decision Making	
Interpersonal skills	
Initiative	

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT Level 3 or ACCA/CAT Level 3 or ACCA Level 1- or
- Diploma in Accounting from a recognized 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 recognized University e.g. UTECH, UWI

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY