



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE	Final Accounts Officer (Advance)
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Final Accounts & Reporting Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Final Accounts & Reporting
MANAGES:	N/A

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, Final Accounts and Reporting, the Final Accounts Officer (Advance) is responsible for the preparation of the accounts of the Ministry on an accrual accounting basis and for the timely submission of accurate and complete monthly and annual financial statements to the Auditor General and the Financial Secretary.

2. KEY OUTPUTS (Results, Deliverables)

- Accurate accounts prepared;
- Statements printed and checked;
- Advances brought to account and cleared;
- Advance accounting records managed;
- Advance Register maintained;
- Audit responses to queries on advance prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities;

- Assists the Senior Final Accounts Officer in ensuring that all Accounts Receivable, Accounts Payable, Income Receivable, Accruals, Prepayments, Receipts, Lodgements, Payments, Depreciation Provisions other Provisions etc. are accurately and properly brought to account in the period to which they relate;

Final Accounts Officer (Advances),
Division,
Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 15, 2017

- Assists the Senior, Final Accounts Officer in ensuring that all journal vouchers for, advance clearance and other adjustments in respect of the month have been correctly posted and are properly reflected in the accounts;
- Assists the Senior Final Accounts Officer in ensuring that all manual cheques and cheque cancellations have been properly brought to account;
- Assists the Senior Final Accounts Officer in ensuring that the Original Estimates, Supplementary Estimates and Revenue Estimates are properly brought to account under the relevant heads;
- Assists the Senior Final Accounts Officer in ensuring that warrant issues, warrant transfers, warrant adjustments and cash advances are properly brought to account under the relevant heads;
- Assists in the printing and checking of the following statements for accuracy and completeness in respect of all heads:

Final Accounts

Balance Sheet
Income and Expenditure
Cash Flow

Management Accounts

FS 1 – Trial Balance
FS 2 – Receipt and Payments
FS 3 – Bank Reconciliation
FS 4 – Bank Balances
FS 5 – Expenditure by Activity
FS 6 – Expenditure by Object
FS 10 – Summary of Advances
FS 11 – List of Advances
FS 12 – Summary of Deposits
FS 13 – List of Deposits
FS 16 – Miscellaneous Revenue

- Assists the Senior Final Accounts Officer to resolve all errors found in the above statements;
- Generates Financial Statements for submission to the Ministry of Finance and the Public Service and the Auditor General's Department;
- Maintains the Advance Register using Excel;

Final Accounts Officer (Advances),
Division,
Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 15, 2017

- Clears Advances and ensures that they are original and certified;
- Prepares audit responses relating to queries on advances

B.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Director Final Accounts & Reporting.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Accurate accounts prepared in the appropriate format are true and fair and are prepared on a timely basis;
- Statements printed and checked are accurate;
- Advances cleared within one (1) month of issuance;
- Advance accounting records managed in keeping with financial instructions in respect of advances;
- Advance Register maintained using Excel and in keeping with established standards and guidelines;
- Audit responses to queries on advance are accurate and prepared in a timely manner.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio,

Final Accounts Officer (Advances),
Division,
Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 15, 2017

Contact (Title)	Purpose of Communication
	and provide feedback.
Director Final Accounts and Reporting	Professional advice, receives directives, and guidance, work assignments, information regarding portfolio, and provide feedback.
Senior Final Accounts Officer	Preparation of Accounts
Financial Systems Manager	Accounting Software support,
Related Ministries, Departments and Agencies	Request for Financial Statements

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and Planning	Submit reports
Auditor General's Department	Submit reports
Banks	Errors and/or adjustments identified on bank statements

6. REQUIRED COMPETENCIES

Core

- Core
- Good planning and organisational skills;
- Good analytical and judgement skills
- Good time management skills;
- Good problem solving skills;
- Good presentation, oral and written communication skills;
- Good team and interpersonal skills
- Excellent Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to work under pressure and meet tight deadlines

Final Accounts Officer (Advances),
Division,
Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 15, 2017

- Maintains a high level of productivity and self-direction.
- Experience in Public Sector Final Accounts

Technical

- Knowledge of the laws, regulations, principles and practices relating to public sector financial accounts and general ledger.
- Experience in manual and automated bank reconciliation.
- Experience in Public Sector Final Accounts
- Proficiency in the use of relevant computer software including spreadsheet and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- AAT or CAT Level 3 or ACCA Level 1 plus one (1) year post qualification experience in accounting;
OR
- MIND revised Certificate in Accounting or a Certificate in Accounting from a recognised tertiary institution plus two (2) years post qualification experience;
OR
- Associate degree or Diploma in Accounting from a recognised tertiary institution and at least two (2) years post qualification experience ;
OR
- Satisfaction of the Proficiency criteria.

Final Accounts Officer (Advances),
Division,
Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 15, 2017

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises.

9. AUTHORITY TO:

- Maintain Advance Register;
- Respond to audit queries relating to advances.

10. WORKING CONDITIONS

- Normal office conditions;

Final Accounts Officer (Advances),
Division,
Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 15, 2017