



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Accounting Clerk (Disbursement)
<b>JOB GRADE:</b>	FMG/AC II
<b>DEPARTMENT:</b>	Finance and Accounts
<b>REPORTS TO:</b>	Principal Finance Officer
<b>MANAGES:</b>	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**

To ensure that all payment vouchers are prelisted, stamped “PAID” and are properly filed

## **KEY OUTPUTS**

1. Accurate and timely prelisting of payment vouchers
2. Maintenance of an efficient filing system
3. Completed Expenditure Summaries

## **KEY RESPONSIBILITIES AREAS**

1. Numbers payment vouchers consecutively and enter in Prelist Book
2. Totals Prelist Book and verifies total with that on list of payment vouchers generated through the Financial Management Information System
3. Stamps “PAID” on all payment vouchers after they are fully processed
4. Files payment vouchers in numerical sequence
5. Records cheque numbers on commitment requisitions
6. Retrieves payment vouchers from the strong room as requested

## **PERFORMANCE STANDARDS**

1. Prelisting of payment vouchers within stipulated time frame
2. timely submission of summaries to Accountant General
3. Stamping and filing payment vouchers with stipulated time frame

## **REQUIRED COMPETENCIES**

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

<b>Core Competencies</b>	<b>Level</b>
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 Government Accounting 1 - Plus
- At least one (1) year working experience in the accounting field

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions