



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Cashier
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Expenditure Control & Accounts Branch
SECTION/UNIT:	-
REPORTS TO:	Disbursement Manager
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 Disbursement Manger, the Cashier has responsibility for the, collection and lodgement of revenue to the respective bank accounts of the Ministry, disbursement of cheques and the maintenance of petty cash imprest.

2. KEY OUTPUTS (Results, Deliverables)

- Revenues lodged;
- Accurate accountability of monies collected;
- Cheques disbursed;
- Despatching of Miscellaneous Revenue lodgement summary to Accountant General.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities

- Receives cash by hand or through the Value book;
- Prepares and issues official receipts for cash and cheques collected – Recurrent, Capital A and B, Miscellaneous Revenue, Deposit Account;
- Lodges amounts received promptly to the relevant bank accounts;
- Posts receipts on the FMIS system;
- Maintains custody of cheques;
- Disburses cheques upon proper identification;
- Ensures that payees are advised promptly whenever cheques are ready in order to eliminate the possibility of holding stale dated cheques;

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- Maintains petty cash register, disburses petty cash and obtains petty cash reimbursements when necessary;
- Disburses per diem and salary slips;
- Prepares contractor's levy returns;
- Collects Bid Bonds

B.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Disbursement Manager.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Revenues lodged promptly in accordance with set standards and guidelines ;
- Accurate accountability of monies collected, ensuring that the amounts received are correct and receipts properly drawn;
- Cheques disbursed in a timely manner;
- Miscellaneous revenue statement/summary submitted within stipulated time frame.

5.) INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Director, Financial Accounts	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Disbursement Manager	Professional advice, receives directives, and

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Contact (Title)	Purpose of Communication
	guidance, work assignment, information regarding portfolio, and provide feedback.
Members of staff in the Ministry	Disbursement of per diem, pay slips, petty cash

ii) External Contact

Contact	Purpose of Communication
Accountant General's Department	
The Public	Collection of fees
Contractors	Collection of Bid Bonds, payments

6.) REQUIRED COMPETENCIES

Core

- Good time management planning and organisational skills;
- Good presentation, oral and written communication skills;
- Good interpersonal skills
- Good skills in teamwork and cooperation;
- Keen eye for detail;
- Initiative;
- Customer and quality focus
- Sound personal and professional integrity;
- Ability to cope well under pressure and meet tight deadlines;
- Maintains a high level of productivity and self-direction.

Technical

- Sound knowledge of the Financial Administration and Audit Act (FAA ACT) and other Government Financial Regulations;

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- Knowledge of FMIS System;
- Knowledge of Management Accounting, Financial Accounting and Cost Accounting;
- Use of Technology.

7.) MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- CXC/GCE passes in a minimum of four (4) subjects including Mathematics or Accounts and English;
- Training in Basic Accounting – Plus
- At least one (1) year working experience in the accounting field.

8.) SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9.) AUTHORITY TO:

- N/A

10.) WORKING CONDITIONS

- Normal office conditions;

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