



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Accounts Payable Officer
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Expenditure Control & Accounts Branch
SECTION/UNIT:	Accounts Payable Unit
REPORTS TO:	Senior Accounts Payable Officer
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 Senior Accounts Payable Officer, the Accounts Payable Officer ensures that payments are processed adequately to ensure their validity, propriety, authenticity and accuracy of claim.

2. KEY OUTPUTS (Results, Deliverables)

- Payments processed;
- Cheques prepared;
- Advances cleared

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities;

- Checks claims, bills, contracts and invoices submitted for payment to ensure that adequate documentation and accurate information are provided;
- Prepares appropriate payment vouchers with the financial code structures;
- Maintains relevant registers – transport allowance cards;
- Inputs data from payment vouchers into FMIS system as per financial code structure;
- Receives two (2) copies of cheque issued statement from authorised officer along with the appropriate amount of cheques to be printed;
- Ensures that all necessary steps are taken in accordance with FMIS operational procedure before and when loading the cheques in the printer;
- Checks bills, receipts, and statements submitted for clearance of advances to ensure authenticity and accuracy;

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- Prepares appropriate journal vouchers for the clearance of the advances;
- Assists in research to obtain information pertaining to audit or customers queries.
- Performs duties of Relief Cashier.

B.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Senior Accounts Payable Officer.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Payments are processed within a specified time period;
- Cheques are printed and ready for disbursement within stipulated time frame;
- Advances cleared in accordance with set guidelines and within stipulated time frame.

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Manager, Accounts Payable	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Senior Accounts Payable Officer	Receive directives and guidance, work assignments
Members of staff	Matters relating to payments of bills/claims

ii) External Contact

Contact	Purpose of Communication
Contractors, Suppliers of goods and services	Clarification/verification of bills

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6. REQUIRED COMPETENCIES

Core

- Good time management and organisational skills;
- Good planning skills;
- Good presentation, oral and written communication skills;
- Good interpersonal skills;
- Good Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to cope well under pressure and meet tight deadlines;
- Maintains a high level of productivity and self-direction;
- Proven ability to be flexible and adapt to workplace changes.

Technical

- Knowledge of the laws, regulations, principles and practices relating to government accounting;
- Knowledge of the Financial Administration and Audit Act and other Government Financial Regulations;
- Knowledge in operating GoJ Computerized Accounting System.
- Computer literate with knowledge of Accounting, Word Processing and Spread Sheet Software.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Certificate or Diploma in Accounting, Management or Business Administration from a recognised institution;

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OR

- AAT Technician Stage
- Certificate in Government Accounting Level 1 plus four (4) years related experience;
- Satisfaction of the Proficiency criteria;
- Any equivalent combination of education and experience.

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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