



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Accounts Payable Officer (Claims Processing)
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 prepares payment vouchers for travelling (local and foreign) and prepares Purchase Orders for procurement of goods and services.

2. KEY OUTPUTS (Results, Deliverables)

- Payment Vouchers prepared;
- Travel Claim Register checked
- Purchase Orders prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical/Professional Responsibilities;

- Checks travel allowance claim forms to ensure that they are properly prepared and certified and submit to Senior Accounts Payable Officer (Claims Processing);
- Prepares payment vouchers according to the correct code classification and submit for post check;
- Posts data on Payment Vouchers to Financial Management Information System (FMIS);
- Checks travel claim Register to determine outstanding claims and contact officers to collect cheques;
- Update travel registers with the travelling officers' current motor vehicle information and record all travelling allowance and mileage paid to each travelling officer monthly;
- Liaises with the Human Resource Division for copies of travelling officers valid car documents when they are due;

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- Checks Purchase requisitions to ensure they are authorized and complies with established procedures;
- Contacts relevant personnel for clarification/verification of information where necessary;
- Prepares Purchase Orders for distribution to suppliers
- Posts Purchase Orders to the FMIS;

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)

- Payment Vouchers prepared in accordance with established guidelines, policies and procedures;
- Travel Claim Registers are maintained in accordance with established accounting procedures;
- Purchase Orders prepared in accordance with established guidelines policies and procedures.

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 travel claims

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ii) External Contact

Contact	Purpose of Communication

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

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