



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM – GOVERNMENT OF JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Accounting Clerk
JOB GRADE:	FMG/AC II
DEPARTMENT:	Waste Management Unit
REPORTS TO:	Director
MANAGES:	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

Under the supervision of the Director, the incumbent is responsible to provide financial support services for the effective operation of the Waste Management Unit.

KEY OUTPUTS

1. Petty Cash Imprest System, revenue collection, cheque and receipt issuing managed and maintained
2. Payment requisitions prepared
3. Customer invoices prepared
4. Financial Management System is maintained and updated
5. Reports prepared

KEY RESPONSIBILITY AREAS

1. Manage petty cash imprest system
2. Collect revenue by hand or through the Value Book
3. Issue official receipts for monies collected
4. Compile and make lodgments to MOH and maintain file
5. Prepare payment requisitions and submit to MOH Accounts Department
6. Maintain custody and issue suppliers and staff cheques
7. Prepare customer invoices and maintain file (paper and electronic)
8. Follow-up with MOH Accounts Department to ensure timely preparation of purchase orders and payment cheque
9. Make entries and maintain Financial Management Information System
10. Prepare monthly financial status reports

PERFORMANCE STANDARDS

6. Petty Cash Imprest System, revenue collection, cheque and receipt issuing managed in accordance with the GOJ FAA Act and other Government financial regulations
7. Payment requisitions prepared accurately and timely
8. Customer invoices prepared accurately and issued timely
9. Financial Management System is accurate and up to date
10. Reports prepared and submitted within established timeframe

REQUIRED COMPETENCIES

Functional/Technical Competences	Levels
Knowledge of FAA Act and other Government Regulations	<u>2</u>
Proficiency in the use of relevant software application including MS Word, Excel and PowerPoint	<u>1</u>
Analytical ability is required in order to gather and summarize data for reports,	<u>2</u>
Attention to details for checking paper work	<u>2</u>
Core Competencies	
Effective communication skills, both oral and written	<u>2</u>
Good interpersonal relations and teamwork skills	<u>2</u>
Ability to work on own initiative	<u>2</u>
Good planning and organizing skills	<u>2</u>
Good time management skills	<u>2</u>

SPECIAL CONDITION ASSOCIATE WITH THE JOB

- May be required to work beyond normal working hours as the need arises
- Working environment at the medical waste treatment facilities involves the mechanical handling of hospital infectious waste
- Typical office working environment, no adverse working conditions

REPORTING RELATIONSHIPS

Reports to: Directly – Director of Waste Management
 Indirectly – Operations Manager & Administrator

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

1. Five (5) CXC/CAPE subjects, including Mathematics or Accounts and English
2. Training in Basic Accounting – Plus
3. At least (1) year working experience in the accounting field

AUTHORITY

None