



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Accounting Clerk (Projects)
JOB GRADE: FMG/AC 2
DEPARTMENT: Finance and Accounts
REPORTS TO: Project Accountant
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

Preparation of payment vouchers and maintenance of registers

KEY OUTPUTS

1. Commitment requisition
2. Payment Vouchers
3. Registers

KEY RESPONSIBILITY AREAS

1. Checks all bills and invoices for legitimacy and accuracy and prepare commitment requisition for approval.
2. maintain the commitment control register
3. Checks all claims for arithmetical accuracy and prepare payment vouchers for certification and authorization
4. Generates and post sub-ledger entries daily and assist the Accounting Technician in maintaining the general ledger and subsidiary accounts
5. maintains receipt and payment cash books
6. Post vouchers to expenditure ledger by standard object classification (objects and sub-objects)
7. Assists the Accounting Technician in the preparation of Journals
8. Performs any other duties, as assigned by the Project Accountant

PERFORMANCE STANDARDS

1. Ninety-five percent (95%) level of accuracy in vouchers prepared
2. Registers maintained
3. Assignments completed within agreed timeframe

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Knowledge of FAA Act and other Government Regulations	1
Use of Technology	1
Excellent knowledge of the turbo Pay system	1

Core Competencies	Levels
Written communication skills.	1
Oral communications	1
Interpersonal skills.	1
Teamwork and cooperation	1
Initiative	1
Integrity	1

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

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

N/A