



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Senior Commitment Control Officer</b>
<b>JOB GRADE:</b>	
<b>POST NUMBER:</b>	
<b>DIVISION/BRANCH:</b>	Finance and Accounts Division/Accounts Management Branch
<b>SECTION/UNIT:</b>	-
<b>REPORTS TO:</b>	Director, Management Accounts
<b>MANAGES:</b>	Commitment Control Officers

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

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## **1. JOB PURPOSE (Reason for Existence)**

Reporting to the Director, Management Accounts, the Senior Commitment Control Officer is directly responsible for the coordination and maintenance of an effective cash management system and ensures the proper planning and control of commitment/expenditures within the limits of the Approved Provision and Warrant Allocations.

## **2. KEY OUTPUTS (Results, Deliverables)**

- Technical advice provided;
- Expenditure trends identified;
- Variance identified;
- Commitment Control Register monitored;
- Commitment requisitions approved/rejected;
- Cash Management Reports reviewed;
- Weekly/quarterly outstanding commitments reports produced;
- Management reports prepared;
- Human Resource Management functions addressed.

## **3. KEY RESPONSIBILITIES (Activities, Tasks)**

### **A.) Management/Administrative Responsibilities**

- Participates in the development and preparation of the Strategic, Operational Plans for the Division;

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- Provides technical advice to the Director, Management Accounts, Senior Management Accountant – Recurrent, and Programme Managers on the status of :- availability of funds under activities/sub-activities and projects and commitment requisitions;
- Represents the Director, Management Accounts at meetings and other functions as directed;
- Prepares monthly management reports on activities undertaken.
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**B.) Technical/Professional Responsibilities;**

- Arranges the commitment planning meeting at the commencement of each financial year;
- Assists the Directors of Management and Final Accounts in the planning and utilization of available cash based on the level and categories of outstanding commitments;
- Monitors and advises the Director, Management Accounts of slow moving activities and projects from which funds can be vired to satisfy the need of activities/projects that are urgently in need of funds.
- Analyses expenditure trends and advise the Director, Management Accounts accordingly;
- Facilitates proper cash management and expenditure control by making available to management, information on the discharged commitments and current cash positions on a timely basis on a Head and Programme or Activity/Project basis;
- Submits to the Director, Management Accounts, programmes/activities at risk of exceeding budgetary allocations;
- Assists in the commitment planning process and in the determination and classification of commitments in categories –inescapable, priority and others;
- Confirms the total value of unpaid bills, if any, brought forward from the previous year;

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- Ensures the preparation of the Commitment Control Register for all activities and projects of the Ministry on a Head/Programme/Project/Activity/Object basis;
- Reviews commitment requisition to see whether funds are available, approves or rejects commitment requisitions;
- Approves or rejects commitment requisitions blocking funds as necessary;
- Ensures the proper maintenance of the Commitment Control Register for the Ministry's Recurrent, Capital A and B heads ensuring that warrant allocations and commitments are posted correctly and promptly discharged;
- Ensures that the Commitment Control Register is posted on a daily basis to reflect the commitment and/or cash discharged and the balance available on Approved Provision/Warrant Allocation;
- Monitors the timely reconciliation of commitment control registers with the FinMan reports;
- Ensures that age analysis of outstanding bills is provided;
- Submits to the Director, Management Accounts programmes/activities at risk of exceeding budgetary allocations;
- Coordinates and provides total value of weekly outstanding commitments for submission to the Ministry of Finance and the Public Service;
- Reviews/confirms and submits to the Director Management Accounts weekly outstanding commitments and monthly cash management reports;
- Monitors the preparation of quarterly outstanding commitments;
- Prepares and submits monthly reports to the Director, Management Accounts on the status of undischarged commitments;
- Coordinates quarterly outstanding commitment reports to the Director, Management Accounts for submission to the Ministry of Finance and the Public Service;

### **C.) Human Resource Responsibilities**

- Manages the welfare and development of staff supervised through the Performance Appraisal System;

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- Provides effective leadership to staff supervised through objective setting, delegating and communicating;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Provides guidance to staff supervised through coaching, mentoring and training, providing assistance and support as needed;
- Foster teamwork, a harmonious working environment and promotes collaborative working across the Section;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Branch;
- Ensures that staff supervised is provided with adequate and appropriate physical resources to undertake duties efficiently and effectively;
- Recommend leave for staff supervised in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc staff meetings.

**D.) Other Responsibilities:**

- Insert/certify journal vouchers on FinMan;
- Performs other related duties that may from time to time be assigned by the Director, Management Accounts.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

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- Technical advice provided are sound and according to set guidelines;
- Cash Management Reports are comprehensive, accurate and produced within the specified time frame;
- Expenditure trends identified and management advised accordingly in an appropriate manner;
- Variance identified and reported for action to be taken;
- Commitment Control Register monitored in accordance with set guidelines;
- Commitments control requisitions accurately checked and approved/rejected in accordance with the required policies and procedures;
- Weekly and /quarterly reports produced are comprehensive and accurate and prepared in the appropriate format.
- Management reports prepared are accurate and prepared in a timely manner;
- Human Resource Management functions addressed in a timely manner.
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

## 5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Principal Finance Officer	Professional advice, receives directives, and guidance, information regarding portfolio, and provide feedback.
Director, Management Accounts	Professional advice, receives directives, and guidance, work assignments information

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Contact (Title)	Purpose of Communication
	regarding portfolio, and provide feedback.
Members of staff in the Branch	Collaborate, matters relating to Cash Management and commitment requisitions.
Programme/Project Managers	Matters relating to commitment requisition
Financial Systems Manager	Matter relating to FinMan.
Related, Departments and Agencies	Collaborate, discuss matters relating to commitment.

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtain/share information, collaborate on critical insight in respect to portfolio, submit reports.

## 6. REQUIRED COMPETENCIES

### Core

- Good time management and organisational skills;
- Good planning and monitoring skills;
- Sound analytical and judgment skills;
- Excellent presentation, oral and written communication skills;
- Good interpersonal skills
- Good problem solving 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.

### Technical

- Sound knowledge of the laws, regulations, principles and practices relating to public sector budget preparation and administration;

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- Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulations;
- Knowledge in budgeting and cash management;
- Knowledge in operating GoJ Computerized Accounting System.
- Ability to analyze and interpret financial statements and reports;
- Understanding of computerised accounting systems including government's Automated Financial Accounting System.
- Proficient in the use of computer applications;

#### **7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- A Bachelor's degree in Accounting or Management Studies with an Accounting major from a recognised institution;
- OR
- Association of Chartered Certified Accounts (ACCA) Level 2;
- Plus successful completion of the relevant government accounting and computing courses and at least two (2) years experience at the professional level;
- OR
- Certificate in Government Accounting, and seven (7) years experience
- OR
- 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.

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**9. AUTHORITY TO:**

- Analyze expenditure trends;
- Review commitment requisitions;
- Monitor Commitment Control Register.

**10. WORKING CONDITIONS**

- Normal office conditions;

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