



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Accounting Clerk (Disbursement)

**JOB GRADE:** FMG/AC II

**DEPARTMENT:** Finance and Accounts

**REPORTS TO:** Accounting Technician

**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**

To ensure that payments are processed adequately and in a timely manner so as to effectively contribute to all overall accountability of government expenditure, which is reflected in the monthly statements that are submitted to the relevant authorities.

## **KEY OUTPUTS**

1. Payments voucher prepared
2. Input payment voucher
3. Cheques printed
4. Transport Cards maintained

## **KEY RESPONSIBILITIES AREAS**

1. Checks claims, bills, contracts and invoices submitted for payment to ensure that adequate documentation and accurate information are provided.
2. Prepares appropriate payment vouchers with the financial code structures under the various heads – Recurrent, Deposit, Capital A & B.
3. Maintains relevant registers – transport allowance cards
4. Inputs data from payment vouchers into FMIS system as per financial code structure
5. Receives two (2) copies of cheque issued statement from cheque Inventory Officer along with the appropriate amount of cheques to be printed.
6. Ensures that all necessary steps are taken in accordance with FMIS operational procedure before and when loading the cheques in the printer.
7. Executes all necessary steps in accordance with FMIS operational procedures for the printing of cheques.
8. Performs any other related duties that may be assigned from time to time

## **PERFORMANCE STANDARDS**

1. Payments are processed within specified time period
2. Cheques are printed and ready for disbursement within stipulated time frame
3. Overall performance contributes to financial statements being ready within the agreed time frame

## **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Level</b>
Use of Technology	1
Knowledge of FMIS system	2
Knowledge of FAA Act and other Government financial regulations	2

<b>Core Competencies</b>	<b>Level</b>
Written communication skills.	2
Oral communications	2
Interpersonal skills.	2
Planning and organizing skills	2
Teamwork and cooperation	2
Initiative	2

## **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