



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Accountant (Project)  
**JOB GRADE:** FMG/AT 3  
**DEPARTMENT:** Finance and Accounts  
**REPORTS TO:** Project and Accounts  
**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**

Performs accounting duties for the respective activities and accurate accounting for Projects.

## **KEY OUTPUTS**

1. Generation of Commitment reports at stipulated period
2. Preparation of Expenditure Statements at given intervals

## **KEY RESPONSIBILITY AREAS**

1. Maintains Commitment for Activities under Capital A & B accounts
2. Certifies payment vouchers
3. Prepares payment vouchers
4. Maintains General Ledger for Projects
5. Posts warrant allocation to respective activities
6. Prepares Salary Journals
7. Prepares Cheques
8. Performs any other related duties that may be assigned from time to time

## **PERFORMANCE STANDARDS**

1. To ensure timely delivery of payments and reports as required
2. Accuracy is consistently maintained
3. Confidentiality and integrity is exercised.
4. Commitment maintained in accordance with the Financial Administration and Audit Act and Instructions.

## **REQUIRED COMPETENCIES**

<b>Functional / Technical Competencies</b>	<b>Levels</b>
Knowledge of the Finance Administration and Audit Act	2
Knowledge of International Accounting Standard	2
Use of Technology	2

<b>Core Competencies</b>	<b>Levels</b>
Written communication skills	2
Oral communications	2
Interpersonal skills	2
Teamwork and cooperation	2
Problem solving and decision making skills	2
Initiative	2
Analytical skills	2

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- AAT Level 3 or ACCA/CAT Level 3 or ACCA Level 1
- Diploma in Accounting from a recognised University e.g. UTECH or ASc. Accounting, MIND
- Completion of revised Certification in Government Course
- Bachelor's Degree in Accounting or Management studies with Accounting from recognised University e.g. UTECH, UWI
- Minimum of five years (5) years working experience in government accounting of which two (2) should be a senior Accountant level.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions

### **AUTHORITY**

N/A