



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE: Management Accountant (Cash Flow)
JOB GRADE:
POST NUMBER:
DIVISION/BRANCH: Finance and Accounts Division/Accounts Management Branch
SECTION/UNIT:
REPORTS TO: Senior Management Accountant
MANAGES: N/A

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

1. JOB PURPOSE (Reason for Existence)

Reporting to the Senior Management Accountant, the Management Accountant (Cash Flow) ensures appropriate and timely Cash Flows to the Ministry and that these Cash Flows are allocated in a manner in keeping with the Budget to achieve the objectives of the Ministry.

2. KEY OUTPUTS (Results, Deliverables)

- Quarterly and annually cash flow forecast prepared and submitted;
- Control mechanism established;
- Allocation advices prepared and submitted;
- Warrant allocated prepared and inputted on system;
- Commitment requisition prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Technical /Professional Responsibilities

- Provides Cash Flow Templates to all stakeholders for preparation of their annual Cash Flow Forecast in keeping with their approved budget;
- Compares and analyses cash flow request with the budgeted provision and operational plan;
- Prepares Cash Flow Statements on a quarterly basis and submits to Senior Management Accountant for discussion with Director, Management Accounts before submission to the Ministry of Finance and the Public Service;

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- Collate and submit all Cash Flow Forecasts to the MOFP for the Ministry of Health;
- Assists in the allocation of monthly warrants;
- Prepares allocation advices for Regional Health Authorities and other activities and sends to Regional Directors, Chief Executive Officer UHWI, and Programme Managers;
- Inputs Approved Budget and Supplementary Estimates on the Financial Management Information System for both Capital and Recurrent Heads by Objects;
- Prepares commitment requisitions for Finance and Accounts Division and submits to Commitment Officer;
- Informs and pays National Health Fund of the amount allocated for drugs on behalf of the Regional Health Authorities;
- Liaises with Regional Finance Directors on matters relating to Cash Flow.

B.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned by the Senior Management Accountant.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Quarterly and Annual Cash Flow Forecast Statements are prepared and submitted to the Ministry of Finance and the Public Service on a timely basis according to stipulated guidelines;
- Control mechanism established to ensure that total allocation does not exceeds approved budget.
- Allocation advices prepared and submitted to Activities in accordance with established guidelines;
- Warrant allocated prepared and inputted on system on a timely basis;

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- Commitment requisition prepared on a timely basis.
- 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, collaborate on matters relating to cash flow, provide feedback
Senior Management Accountant	Collaborate, work assignment, matters relating cash flow
Programme/Project Managers	Matters relating to cash flow and warrant allocation
Financial Systems Manager	Matter relating to FinMan
Related, Departments and Agencies	Collaborate, discuss and assist in the preparation of cash flow request, matters relating to warrant allocation.

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;

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- Sound analytical and judgment skills;
- Good presentation, oral and written communication skills;
- Good interpersonal skills
- Good Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to work 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;
- Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulations;
- Knowledge of Management Accounting, Financial Accounting and Cost Accounting;
- Ability to analyze and interpret financial statements and reports;
- Understanding of computerised accounting systems including government's Automated Financial Accounting System.

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 three (3) years experience at the professional level;

OR

- Certificate in Government Accounting, and five (5) 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.

9. AUTHORITY TO:

N/A

10. WORKING CONDITIONS

- Normal office conditions;

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